

2023-24 Sporting Club Grants Program

PROGRAM GUIDELINES - ROUND 2



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MESSAGE FROM THE MINISTER

As the Minister for Community Sport, I'm delighted to announce that a new round of the Sporting Club Grants program is now open.

Since 2015, the program has provided more than 11,000 grants, totalling more than \$16.6 million to fund community sport and active recreation organisations across the state.

Victorians want to see community sport evolve, and the program will continue to fund grassroots clubs that create an inclusive environment and enable more Victorians to participate in sport and active recreation.

The program also makes significant contributions towards projects that mobilise, empower and enhance the experience of volunteers. Projects that create pathways to modern-day skills that benefit modern-day clubs and our diverse communities.

In this round, the program also invests in our local athletes, to champion their development and inspire them to represent Victoria on the world stage.

Grants of up to \$1,000 are available to purchase uniforms and equipment, as well as for resources that improve accessibility and engagement. Grants of up to \$2,000 are available to strengthen volunteering and officiating. Grants of up to \$4,000 will assist clubs deliver a new sport or active recreation program. Grants of up to \$750 are available to support athlete travel.

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

By providing more opportunities for clubs and organisations to build their resources, skills and offer new initiatives, this program goes a long way towards future proofing grassroots sport and active recreation.

THE HON ROS SPENCE MP
Minister for Community Sport





2023-24 SPORTING CLUB GRANTS PROGRAM

About the Program

The Sporting Club Grants program provides funding for community sport and active recreation organisations across Victoria.

Access to this funding helps grassroots clubs and organisations address barriers in participation, develop safe and sustainable practices and build social and active local communities.

The program assists Victorian sport and active recreation organisations to:

- acquire uniforms and equipment that are essential for participation, first-aid and safety
- attract, build the capability and retain a skilled workforce – both volunteer and paid
- increase equity, diversity and inclusiveness
- implement good governance practices
- increase participation of individuals and communities who participate less
- create opportunities so Victorians can participate in ways that suit them

2.



PROGRAM OBJECTIVES

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

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

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

| ACTIVE VICTORIA PRIORITY | SPORTING CLUB GRANTS OUTCOMES |
|---|--|
| <p>Connecting Communities</p> <p>All Victorians have the opportunity to participate in sport and recreation initiatives that are high quality, inclusive and appropriate</p> | <p>Sustained participation</p> <p>More Victorians participate equitably in sport and active recreation</p> |
| <p>Building Value</p> <p>The sport and active recreation workforce create positive experiences for people</p> | <p>Sector capability</p> <p>The sport and active recreation workforce is highly skilled and leads a strong, sustainable industry</p> <p>Good governance</p> <p>Sport and active recreation is a safe, inclusive and resilient sector</p> |
| <p>Enduring Legacy</p> <p>A connected system that generates long-term benefits for the sector and Victoria</p> | <p>High performance</p> <p>Victorians can achieve success at the highest level</p> |

Priorities for the 2023-24 Sporting Club Grants program include:

- Applications that best align with [Active Victoria 2022-2026](#)
- Projects or items that will increase participation in communities or population groups with existing low levels of participation in sport and physical activity. Such population groups include people with a disability, women and girls, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, LGBTQI+ and older adults
- Applicants located in areas identified with high levels of socio-economic disadvantage (supported by 2021 Australian Bureau of Statistics Census data)
- Athletes who possess an Australian Government Health Care Card (HCC) or Pensioner Concession Card (PCC). If the athlete is under 18 years of age, the HCC or PCC status of a parent or guardian will be considered
- Applications which demonstrate a requirement for individual athletes to travel regularly, or further distances in regional Victoria
- Athletes who are currently residing in Victorian Care Services (out-of-home care); and
- Applicants that have not previously received funding through the Sporting Club Grants program.

3.







PROGRAM DETAILS

Application Dates 2023-24 Program

Round 2

Funding will be available for projects commencing, items purchased or travel taking place from **21 March 2024**.

| APPLICATIONS OPEN | APPLICATIONS CLOSE | NOTIFICATION OF OUTCOMES | PROGRAM EVALUATION AND ACQUITTAL |
|---|---|---|---|
| Tuesday 20 February 2024 | 4pm, Wednesday 20 March 2024 | May 2024 | June 2025 No later than 12-months from receiving the Email of Acceptance |
|  |  |  |  |

4.



ELIGIBILITY

4.1 Who can apply?

Applicants must be a **community sport** or **active recreation** organisation operating in Victoria and meet all of the following nine eligibility criteria:

1. The applicant must be non-government and not-for-profit.
2. At the time of submission of the application and for the duration of the project, the applicant must be operating in Victoria and registered as:
 - a) An incorporated association under the *Associations Incorporation Reform Act 2012* (Vic); or
 - b) A company limited by guarantee under the *Corporations Act 2001* (Cth); or
 - c) An Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- 2.1 If the applicant is not an incorporated association, a company limited by guarantee or an Aboriginal and Torres Strait Islander corporation, it must nominate an auspice organisation to receive and auspice any grant funds paid in the event of a successful application. In such instances, the nominated auspice organisation must:
 - a) Be non-government and not-for-profit;
 - b) Be operating in Victoria and registered as an incorporated association, public company limited by guarantee or an Aboriginal and Torres Strait Islander corporation;
 - c) Meet all criteria described in sections 4, 8 and 9 below;
 - d) If the application is successful, enter into a Grant Agreement with the Department; and
 - e) Receive and auspice 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

Auspice arrangements cannot be used for projects or activities seeking funding to deliver services to persons under the age of 18.

3. The applicant must be delivering a sport or activity that is a person-centric physical activity. Active recreation organisations that encourage people to participate in nature-based, outdoor activities (including sporting activities at camps) are eligible for funding.
4. If the applicant (and the auspice organisation if applicable) is affiliated with a recognised sport and active recreation body, your affiliated governing body must have achieved the Victorian Government requirement of minimum 40% women on their board or have an approved action plan with the Office for Women in Sport and Recreation to meet this requirement.
5. The applicant must adhere to and enforce the Fair Play Code, or the relevant State Sporting Association code of conduct and/or member protection policy, which incorporates the [Fair Play Code](#).
6. The applicant must implement and maintain policies relating to the [Child Safe Standards](#).
7. The applicant (if applicable) must comply with the expectations of a Sport Integrity Australia approved anti-doping policy and the National Anti-doping Scheme.
8. The applicant (and the auspice organisation if applicable) must have satisfactorily met reporting requirements on any grants previously received from the Department.
9. 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](#).

Organisations based close to state borders should contact [Sport and Recreation Victoria](#) for guidance with applications.

5.



FUNDING CATEGORIES

Eligible applicants can only submit **one** application, in **one** of the following categories:

Category 1: On-field Uniforms or Equipment

Category 2: Volunteers and Officials

Category 3: Access and Engagement

All eligible applicants can submit **one or more** applications in the following category:

Category 4: Competitors

Funding Notes for Round 2

All Categories

- Organisations that are **not eligible** to receive funding in Round 2 of the 2023-24 Sporting Club Grants program are:
 - Grant recipients from the 2022-23 Sporting Club Grants program (with the exception of applying in Category 4: Competitors); and
 - Grant recipients in Categories 1, 2 or 3 from Round 1 of the 2023-24 Sporting Club Grants program

Before applying, please check the list of previous grant recipients available from the [Sport and Recreation Victoria website](#).

Categories 1, 2 & 3

- Eligible applicants can only submit **one application across Categories 1, 2 and 3**. If multiple applications are submitted by the same applicant, the first application submitted (by date and time) will be considered and all subsequent applications will be ineligible.

Category 4: Competitors

- Organisations that are **not eligible** to apply or receive funding through Category 4: Competitors, in Round 2 of the 2023-24 Sporting Club Grants program are:
 - Organisations that received \$2,250 or more in total funding through grants received in Category 4 from Round 1 of the 2023-24 program. These organisations are not eligible to receive additional funding through Category 4 in Round 2.
- All other applicants can submit one or more applications in Category 4: Competitors.** Applications can only be submitted by eligible organisations on behalf of athletes - we do not accept applications directly from individuals. Organisations need to submit a separate application for each athlete they are requesting funding to support. Team applications are not eligible through this program.

5.1 Category 1: On-field Uniforms or Equipment

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

| ELIGIBLE COSTS IN CATEGORY 1 | COSTS WE WILL NOT FUND IN CATEGORY 1 |
|---|--|
| <p>Uniforms for players, competition officials or umpires</p> <ul style="list-style-type: none"> ✓ Playing jerseys, referee tops, bibs, rashies, uni-suits, martial arts gi, goggles <p>Participation equipment used during physical activity</p> <ul style="list-style-type: none"> ✓ Balls, racquets, portable nets or goals, handcycles, bowling aids, portable junior hoops, adapted equipment <p>Safety or injury prevention equipment</p> <ul style="list-style-type: none"> ✓ Goal post padding, batting pads, gloves, goalie gear, helmets, gymnastic mats, headgear, chest protectors, shin and arm guards, grip tape, floatation jackets, safety pads <p>First aid equipment necessary for immediate attention to injury</p> <ul style="list-style-type: none"> ✓ First aid kits, defibrillators, stretchers, athletic tape | <p>Non-playing / participation equipment</p> <ul style="list-style-type: none"> ✗ Public address systems, trophies, wicket covers, IT and GPS products, locks, alarm systems, electronic scoreboards, radio communication devices <p>Fixed playing surfaces and structures</p> <ul style="list-style-type: none"> ✗ Synthetic pitch material, in-ground goal posts, carpet <p>Mechanical equipment aimed at enhancing the skills of participants</p> <ul style="list-style-type: none"> ✗ Ball machines, bowling machines, weights, simulators, timing poles <p>Personal items or non-playing clothing or accessories.</p> <ul style="list-style-type: none"> ✗ Mouthguards, drink bottles, backpacks <p>Capital expenditure</p> <ul style="list-style-type: none"> ✗ Permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets, mobility ramps <p>Maintenance equipment</p> <ul style="list-style-type: none"> ✗ Lawn mowers, rollers, line markers, hoses, air compressors, tools <p>Repairs to equipment, structures and playing surfaces</p> <ul style="list-style-type: none"> ✗ Golf course and cricket pitch maintenance, repairs to spectator seating <p>Canteen, cooking and clubroom items</p> <ul style="list-style-type: none"> ✗ Lockers, shelving, furniture, microwaves, food and drinks, cooking utensils, whitegoods <p>Purchase or leasing of vehicles trailers and accessories</p> <ul style="list-style-type: none"> ✗ Boats, golf carts, jet-skis, go-karts <p>Firearms, scopes and ammunition</p> <ul style="list-style-type: none"> ✗ Rifles and pistols <p>Animal welfare equipment</p> <ul style="list-style-type: none"> ✗ Equine first aid kits |

5.2 Category 2: Volunteers and Officials

Up to \$2,000 for projects that provide practical improvements to strengthen volunteering and officiating.

Projects need to:

- improve the skills and knowledge of volunteers, coaches and/or officials; and/or
- promote, build, support and celebrate all forms of volunteering

| ELIGIBLE COSTS FOR PROJECTS TO SUPPORT VOLUNTEERS | ELIGIBLE COSTS FOR PROJECTS TO SUPPORT COACHES AND OFFICIALS |
|---|--|
| <p>Training for volunteers and committee members</p> <ul style="list-style-type: none"> ✓ financial management ✓ club administration ✓ attendant support courses ✓ injury prevention courses <p>Opportunities to meet modern volunteering expectations</p> <ul style="list-style-type: none"> ✓ develop or enhance a volunteering program to strengthen connections with a broad range of community members or develop volunteering pathways into education, employment or retirement ✓ promote volunteering opportunities through a broad range of networks, in accessible formats and a number of languages <p>Volunteer recognition projects</p> <ul style="list-style-type: none"> ✓ develop and host an event for National Volunteer week 20-26 May 2024 ✓ regularly prioritise and demonstrate gratitude for volunteers, to develop a healthy and on-going culture of appreciation <p>Partnership projects between organisations to build connections and pathways</p> <ul style="list-style-type: none"> ✓ projects that involve collaboration between organisations, or across localities and may include different sport and active recreation – e.g. local clubs working together to attract volunteers and support volunteering for a broad range of people | <p>Courses for coaches, referees, umpires and competition officials</p> <ul style="list-style-type: none"> ✓ first aid ✓ sports training level 1 or 2 ✓ mental health training ✓ skippers' courses ✓ foundation accreditation ✓ inclusion and diversity training ✓ conflict resolution ✓ attendant support courses <p>Leadership and professional development activities for coaches, referees, umpires and competition officials</p> <ul style="list-style-type: none"> ✓ participation in formal networks – e.g. Australian Sports Commission or Australian Institute of Sport ✓ structured mentoring with peers and across disciplines <p>Partnership projects between organisations to build connections and pathways</p> <ul style="list-style-type: none"> ✓ projects that involve collaboration between organisations, or across localities and may include different sport and/or active recreation – e.g. coaches attending training across clubs in an association or league |

| COSTS WE WILL NOT FUND IN CATEGORY 2 |
|---|
| <ul style="list-style-type: none"> ✗ All items listed in Costs we will not fund in Category 1 (see full list on page 11). ✗ Projects for players or active participants. ✗ An organisation's normal operational (on-going and recurrent) expenditure including but not limited to: rent, utilities, wages and salaries, accounting, membership and legal fees, property taxes, business travel, insurance, administrative expenses and any overhead costs. ✗ Capital expenditure to acquire, upgrade and/or maintain assets, including property, building, and transport. ✗ Courses that do not provide a direct participation outcome, including but not limited to: the responsible service of alcohol (RSA) training and electronic point of sale training. ✗ Travel and accommodation costs, except for training that cannot be accessed locally. If training cannot be accessed locally, funding cannot be exclusively towards travel or accommodation. ✗ Costs for equipment, uniforms, items, services and/or utilities that will enable your project, or for on-going use. ✗ Trophies, prize money or gift packages. ✗ Hospitality and catering including alcohol. ✗ Capacity building projects or workshops where the outcomes include, but are not limited to: a strategic, operation and/or revenue plan, governance documents and club 'health checks'. |

5.3 Category 3: Access and Engagement

Up to \$1,000 to assist with funding for tools and resources that improve accessibility, governance and strengthen engagement with members and participants.

OR

Up to \$4,000 to plan and deliver a new sport or active recreation program.

Projects need to

- help improve day-to-day operations, build capacity and community engagement and/or
- enhance, innovate and support community participation and connectedness

| ELIGIBLE RESOURCE AND ENGAGEMENT PROJECTS | ELIGIBLE NEW SPORT OR ACTIVE RECREATION PROGRAMS |
|--|--|
| <p>Resource development and implementation</p> <ul style="list-style-type: none"> ✓ Policy and procedure manuals, game day volunteer manuals, child safety, governance maturity and improvement ✓ Preparation of a business plan, strategic plan, succession plan ✓ Develop, build and or print, accessible and/or culturally appropriate and safe resources <p>Tools for communication, engagement and access for members</p> <ul style="list-style-type: none"> ✓ Website build or renewal ✓ Membership portal upgrade ✓ Social media and content platforms ✓ Resources in multiple languages | <p>Projects that offer new, alternative or modified sport or active recreation to increase equity, diversity and inclusiveness and/or increase membership levels</p> <ul style="list-style-type: none"> ✓ All abilities program ✓ Modified sport program <p>Projects that offer flexible, social, less structured or low-cost sport or active recreation opportunities</p> <ul style="list-style-type: none"> ✓ Come and try event ✓ Pilot program ✓ Targeted program for population groups that participate less |

ELIGIBLE COSTS IN CATEGORY 3 FOR NEW SPORT AND ACTIVE RECREATION PROGRAMS

The following costs are eligible for funding **if they are associated with the staging of a new sport or active recreation program or event.**

Purchases of capital assets, new operational and administrative expenses, event costs, venue hire or equipment that directly relate to your program, **will only be funded if reasonably attributable to the delivery of your event or program.**

This includes:

- ✓ **Event and project management staff:** short-term, specialised, or program staffing
- ✓ **Uniforms or equipment:** purchase or hire that directly relates to the proposed project. **\$1,000 is the maximum that can be requested for uniform or equipment costs in Category 3.**
- ✓ **Promotion:** advertising, publicity, marketing, stationery, printing, and publishing
- ✓ **Digital capability:** website or development costs that directly relate to the event

COSTS WE WILL NOT FUND IN CATEGORY 3

- ✗ All items listed in **Costs we will not fund in Category 1** (see full list on page 11).
- ✗ An organisation's normal operational (on-going and recurrent) expenditure including but not limited to: rent, utilities, wages and salaries, accounting, membership and legal fees, property taxes, business travel, insurance, administrative expenses and any overhead costs.
- ✗ Capital expenditure to acquire, upgrade and/or maintain assets, including property, building, hardware and transport.
- ✗ Travel and accommodation costs.
- ✗ Trophies, prize money or gift packages.
- ✗ Hospitality and catering including alcohol.
- ✗ Any costs to meet regulatory requirements, including permit application fees.

5.4 Category 4: Competitors

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

The athlete needs to be:

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

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

Please note

- Organisations seeking funding for multiple athletes, **must submit a separate application on behalf of each individual athlete**. Each application must include all necessary information in relation to competition and costs.
- Assessment questions in Category 4 are **directed at the athlete that funding will support and must be answered by the athlete**. Answers must be in their own words. These questions are on page 17 of these Program Guidelines.
- **We will only accept one application per athlete**. This includes attending a different competition over the event period, or if the athlete is competing for a separate organisation or in another sport.
- Eligible costs include travel, accommodation or registration fees only, no other costs will be funded.

| CATEGORY 4 DOES NOT FUND APPLICATIONS REQUESTING FUNDING FOR | CATEGORY 4 DOES NOT FUND APPLICATIONS SUBMITTED BY |
|--|--|
| <ul style="list-style-type: none"> ✗ Teams ✗ International events ✗ School sports Victoria (SSV) competitions, including the school sport Australia championships ✗ People accompanying grant recipients, including parents and support staff ✗ Coaches or officials ✗ Registration fee costs exclusively ✗ Athletes under 12 years of age at 1 January 2023 (some exceptions may be considered in the sports of gymnastics and diving) | <ul style="list-style-type: none"> ✗ Individuals ✗ Athletes who receive financial or in-kind assistance from the Victorian Institute of Sport or the Australian Institute of Sport |

6.



WHAT WILL NOT BE FUNDED – ALL CATEGORIES

- Grant recipients from the 2022-23 Sporting Club Grants program (with the exception of receiving funding in Category 4: Competitors).
- Grant recipients in Categories 1, 2 or 3 from Round 1 of the 2023-24 Sporting Club Grants program.
- Purchases made, or project activity commencing prior to 21 March 2024.
- Any application that is incomplete, submitted within the wrong category, or does not include adequate supporting documentation.
- Applications for projects to deliver services to children, if the applicant does not have the appropriate level of insurance that covers child abuse.
- Funding for existing activities, services or projects that have already commenced or been completed.
- Animal obedience activities or organisations.
- Applications from primary or secondary schools.
- Applications submitted by third-party grant writers.
- Applications with replicated responses to the assessment questions. Any application that features answers that are identical (fully or partially) to another application is not eligible to receive funding.
- Capital expenditure to acquire, upgrade and/or maintain assets including property, building, hardware and transport.
- Operational expenditure including rent, utilities, wages and salaries, accounting and legal fees, property taxes, membership fees, business travel, administrative expenses and all overhead costs.
- Projects for which the applicant has previously been funded through the Sporting Club Grants program or any other government-funded program.
- Projects for recognised State Sporting Associations or State Sport and Active Recreation Bodies, which have, or are already receiving funding through the Together More Active program for eligible projects under that program.
- Projects which have or are already receiving funding through the Change Our Game Professional Development Scholarships program for eligible projects under that program.
- Applications from organisations where their main business is not the delivery of sport or active recreation.
- Applications from sole traders. Auspice arrangements cannot be used for projects or activities seeking funding on behalf of sole traders.

7.



ASSESSMENT CRITERIA

The Sporting Club Grants program includes a competitive application process.

Eligibility does not guarantee success and it is expected that more applications will be received than what can be funded.

Applicants will not be contacted during the assessment phase to clarify or request further information. Applications are assessed on the details submitted.

Application Questions and Guidance documents cannot be submitted in lieu of your online application. All applicants must submit a completed online application via the Department's Grants Portal before 4pm on 12 October 2023.

Application Questions and Guidance documents are available from the [Sport and Recreation Victoria website](#).

7.1 Application Questions and Guidance

The **Application Questions and Guidance document** is intended to assist applicants prepare the information they will require to apply for funding.

Outlined in the document will be the:

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

7.2 Assessment Questions

Application assessment and funding outcomes are based on:

- Applicants' eligibility
- Responses to the assessment questions
- Adequacy of supporting documentation
- Comparison to other submissions
- Alignment with program objectives; and
- Availability of funding

CATEGORY 1: ON-FIELD UNIFORMS OR EQUIPMENT

Q1.

Why do you need the requested uniforms or equipment and why do you specifically need grant funding to support this purchase?

Q2.

Who at your organisation will use and benefit from the uniforms or equipment and how?

Q3.

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

CATEGORY 2: VOLUNTEERS AND OFFICIALS

Q1.

How do volunteers and/or officials currently contribute to your organisation?
Who are they, what are their current needs and how have they been consulted to identify these needs?

Q2.

What do you expect to achieve from funding?
Why is your project critical to your organisation, community, and sport/active recreation?

Q3.

Will funding be used to attract, recruit and support a broad base of volunteers and/or officials? How?
What is your vision or commitment to break down barriers to volunteering, or increase the diversity of volunteers and officials at your organisation?

CATEGORY 3: ACCESS AND ENGAGEMENT

Q1.

What need or aspiration does your project respond to?
What is your evidence of this need as identified by your local community and why will this project be able to support or solve this need?

Q2.

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

Q3.

What do you expect to achieve through funding?
How will funding contribute to the on-going viability of your organisation?

CATEGORY 4: COMPETITORS

Answers need to be responded to directly by the athlete which funding will support.

Q1.

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

Q2.

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

Q3.

Beyond competing, how do you contribute to your sport?

8.



CHILD ABUSE INSURANCE

8.1 Required

Child abuse insurance **is required** for the following projects

| CATEGORY 2 | CATEGORY 3 | REQUIREMENT |
|---|---|--|
| <p>Required Where funds will be directly used to deliver activities or services to persons under the age of 18 on a recurring basis</p> | <p>Required Where funds will be directly used to deliver activities or services to persons under the age of 18 on a recurring basis</p> | <ul style="list-style-type: none">• Must have child abuse insurance of \$5 million, exclusive of public liability insurance.• Written advice must be provided by the insurance provider and included in the application. Please upload the whole insurance policy. |

8.2 Not Required

Child abuse insurance is not required for all Category 1 and Category 4 applications.

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

9.



MANDATORY SUPPORT DOCUMENTATION

9.1 Quotes – All categories

All applications must include quote/s which correspond to all items, courses and/or services to be funded.

Quotes must

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

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

- website shopping carts
- unpaid invoices
- screen shots

9.2 Itemised budgets

Your budget (completed through the online application) should reflect the scope of your project/purchase and include all income and expenditure that relates specifically to your application.

For applications seeking to fund an event, applications that demonstrate sound cost estimates and value for money will be considered favourably.

9.3 Child abuse insurance

Where required and as outlined in section 8 of these Program Guidelines, the applicant **must have child abuse insurance of \$5 million** (exclusive of public liability insurance).

Written advice must be provided by the insurance provider and included in the application.

9.4 Accepted evidence in Category 4: Competitors

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

9.5 Additional supporting documents

- In Category 4: Competitors, athletes who possess a Health Care Card (HCC) or Pensioner Concession Card (PCC) must provide evidence alongside their application
- Additional support documentation can be included to complement the application, including letters of support from stakeholders or other organisations, athlete statements and supplementary information about costs.

9.6 Acceptable file formats

Acceptable file types include Word, Excel, PDF or JPEG only.

No other file formats are readable to Department staff.

10.



HOW TO APPLY

Apply online using the Department's Grants Portal

- Applicants must submit a completed online application via the Department's Grants Portal **before 4pm on 20 March 2024**.
- You must apply for funding within the category for which your project is supported. Applications submitted in the incorrect category will be ineligible for funding.
- To start a new application, applicants must click on the relevant category's hyperlink from the [Sport and Recreation Victoria website](#). When prompted, applicants need to log-in using an existing Grants Portal account or create a New Account.
- Draft applications can be saved for submission before the advertised closing date and time. Saved applications can be accessed by logging into the [Department's Grants Portal](#)
- Applicants must read the Conditions of Grant online [here](#) and must check the box in the application form confirming they have accessed, read and understood the Conditions of Grant and agree to be bound by the Conditions of Grant.
- An automated email, confirming the application submission and reference number will be sent following the successful submission of the application.
- If the application confirmation email is not received, applicants should immediately email [Sport and Recreation Victoria](#). Please quote your application reference number in all correspondence relating to the application.

Applicants 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 agree to the funding terms and conditions of grant located [here](#).
- The Department will only liaise with the authorised organisational contact as per the application for enquiries or payment matters;
- No part of any approved grant amount can be applied to the costs of a third-party grant writer.



CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

The following conditions together with the detailed conditions of grant (available [here](#)) 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 located [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 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 located [here](#).
- The applicant must complete the project and spend the grant funds within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department; and
- 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.

12.



PAYMENTS

Successful applicants will receive an Email of Acceptance from the Department. In the case of auspice arrangements, successful applicants will receive a Grant Agreement via a letter of offer. An authorised representative of the auspice organisation will need to sign the Grant Agreement.

Payments of the full grant amount will be made to the applicant's nominated bank account as provided on its application form, or the auspice organisation's nominated bank account provided on the Grant Agreement, within 28 days after the Department sends the Email of Acceptance to the applicant's nominated email address, or the Department receives a copy of the signed Grant Agreement (for auspice arrangements).

Payments will be conditional on:

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

13.



ACKNOWLEDGING THE GOVERNMENT'S SUPPORT AND PROMOTING SUCCESSES

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the Sporting Club Grants program.

Included within the promotional guidelines, is the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material.

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

14.



POST PROJECT EVALUATION

By submitting an application, all grant recipients agree to comply with the Department's performance monitoring and evaluation procedures.

The grant recipient may receive an evaluation survey up to 18-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.

15.



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 receive an Email of Acceptance from the Department, applicants under auspice arrangements where an auspice organisation enters into a Grant Agreement with the Department and auspice organisations that enter 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.

16.



PRIVACY

The Department is committed to protecting your privacy. We collect and handle any personal information about you or a third-party in your application for the for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal information to others for the purpose of assessment, consultation and reporting. This can include Departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third-party in your correspondence 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.

To obtain a copy of the Department's privacy statement or for information about how to access information about you held by the Department, [please email the Department](#).

17.



APPLICATION FEEDBACK

If an applicant considers that their application has been incorrectly assessed, it may lodge a request for review. The applicant must [email Sport and Recreation Victoria](#) and include the application reference number to request that the application be reviewed. The review process does not include the applicant challenging the program guidelines, seeking a variation or exception.

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

Authorised and published by the Victorian Government Department of Jobs, Skills, Industry and Regions

1 Spring Street Melbourne Victoria 3000

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For preliminary information on this program, please call 1800 325 206, visit the Sport and Recreation Victoria website [here](#) or contact us via email at svgrants@sport.vic.gov.au

Accessibility

The accessible format of these Program Guideline is available from the [Sport and Recreation Victoria website](#).

You can call 1800 325 206 using the [National Relay Service](#) 13 36 77.

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

