

# **2023-24 Emergency Sporting Equipment Grants Program**

## **Program Guidelines**



These program 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 visit the Sport and Recreation Victoria website or contact us via [email](#).

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

## Message from the Minister

As the Minister for Community Sport, I am thrilled to kick off a new round of *Emergency Sporting Equipment Grants* for our community clubs and organisations across Victoria.

There's nothing quite like grassroots sports and recreation to unite our communities. That's why it's vital we keep supporting our local athletes and clubs when they need it most.

To continue nurturing their growth and development, this program provides a boost to get clubs up and running again so they can continue doing what they do best, bringing communities together to play the sports they love.

Previous recipients have been able to get back on track using this funding to replace items such as playing gear as well as first aid equipment that was lost through fires, floods or criminal activities.

Sport is the lifeblood of many communities, and this pivotal program has a significant role in giving Victorians access to sports and recreation activities regardless of their circumstances.

I encourage you to read the program guidelines carefully and apply for a grant if your club or organisation needs help repairing or replacing equipment following a major incident.



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

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# 1 About the program

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

Access to this funding helps grassroots clubs and organisations to repair or replace essential sport or active recreation equipment that has been lost or destroyed because of unpreventable and exceptional incidents, including fire, flood, significant storms, theft or criminal damage.

One-off grants of up to \$1,000 are available towards the repair or replacement costs of lost or damaged equipment.

## 2 Program details

### Application dates

Incidents that occur from **1 June 2023 to 31 May 2024** will be eligible for funding.

**Applications Open: Wednesday 1 November 2023**

**Applications Close: 4pm, Friday 31 May 2024, or until funding is exhausted.**

Notification of outcome within 4 weeks of application.

Applicants can purchase items before receiving an outcome on their application.

Please be aware that eligibility does not guarantee success as it is expected that more applications will be received than funding available.

## 3 Eligibility

### 3.1 Who can apply?

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

1. The applicant must be non-government and not-for-profit.
2. At the time of submission of the application and 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, 5, 9 and 10 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
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. The applicant must not receive revenue through a venue operator licence that enables the entity to operate gaming machines in Victoria.
  5. 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.
  6. 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](#).
  7. The applicant must implement and maintain policies relating to the [Child Safe Standards](#).
  8. The applicant must comply with all requirements and expectations of the Australian National Anti-Doping Scheme and Australian National Anti-doping Policy. Where the National Anti-Doping policy is not applicable, compliance with the [Victorian Anti-doping policy](#) is required.
  9. The applicant (and the auspice organisation if applicable) must have satisfactorily met reporting requirements on any grants previously received from the Department.
  10. 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.

## 4 Funding details

All eligible applicants can submit **one** application for funding through the 2023-24 program. One-off grants of up to a maximum of \$1,000 are available.

Eligible applicants must provide evidence at the time of application, explain why costs are urgent or necessary, and demonstrate that there is limited capacity for the organisation to self-fund the repairs or replacement of equipment.

**Unpreventable and exceptional** incidents include:

- **Natural disaster:** flood, fire or significant storms
- **Criminal activity:** theft or criminal damage

**The program does not fund repairs or replacement of equipment**

- from theft or criminal damage without a police report
- damaged from being unattended after use, events or competition
- not safely secured in appropriate accommodation
- damaged through wear and tear

Eligible essential equipment costs	Costs that will not be funded
<p><b>Replacement or repair of playing equipment</b> that is essential for participation in an activity, is transferable to other participants and remains the property of the applicant organisation</p> <ul style="list-style-type: none"> <li>✓ bats, match balls, equestrian jumps, racquets, gymnastic mats, team equipment kits, gloves, badminton nets</li> </ul> <p><b>Injury prevention equipment</b> that is transferable</p> <ul style="list-style-type: none"> <li>✓ goal post padding, batting pads, gloves, goalie gear, helmets, catcher's gear</li> </ul> <p><b>First aid equipment</b> which is necessary for immediate attention to injury that may occur during participation in sport or active recreation</p> <ul style="list-style-type: none"> <li>✓ defibrillator, stretchers, first aid supplies</li> </ul>	<p><b>Non-playing/participation equipment</b></p> <ul style="list-style-type: none"> <li>✗ Public address systems, trophies, wicket covers, IT and GPS products, locks, alarm systems, scoreboards, radio communication devices</li> </ul> <p><b>Fixed playing surfaces and structures</b></p> <ul style="list-style-type: none"> <li>✗ Synthetic pitch material, in-ground goal posts, carpet</li> </ul> <p><b>Mechanical equipment</b> aimed at enhancing the skills of participants</p> <ul style="list-style-type: none"> <li>✗ Ball machines, bowling machines, weights, simulators, timing poles</li> </ul> <p><b>Personal items</b>, clothing or accessories</p> <ul style="list-style-type: none"> <li>✗ Uniforms, mouthguards, drink bottles, backpacks</li> </ul> <p><b>Vehicles or maintenance equipment</b></p> <ul style="list-style-type: none"> <li>✗ Lawn mowers, rollers, line markers, hoses, air compressors, tools, boats, bikes, golf carts</li> </ul> <p><b>Firearms</b>, scopes and ammunition</p>

## 5 What will not be funded

- ✘ Capital expenditure to acquire, upgrade and/or maintain assets including property, building, hardware and transport. Permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets and mobility ramps.
- ✘ Operational expenditure including rent, utilities, wages and salaries, accounting and legal fees, property taxes, membership fees, business travel, administrative expenses and all overhead costs.
- ✘ Applicants that have previously been funded through the Emergency Sporting Equipment Grants program in 2023-24.
- ✘ Applications from organisations filing a claim under insurance for coverage or compensation for the incident.
- ✘ Applications from organisations receiving funding through any Victorian or Commonwealth emergency relief or recovery program for the incident.
- ✘ Auspice arrangements cannot be used to seek funding on behalf of sole traders or private companies.
- ✘ Applications from organisations where their main business is not the delivery of sport or active recreation eg. Animal obedience, primary or secondary schools.
- ✘ Applications submitted by third-party grant writers.

## 6 Assessment Criteria

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

- The circumstances of the loss and/or damage in relation to an unpreventable and/or exceptional incident.
- Adequacy of supporting documentation
- Responses to the assessment criteria; and
- Availability of funding

### 6.1 Application questions

**All applications** must include responses to the following:

1. Details of the incident and list of the equipment that was lost, damaged or destroyed.
2. Where and how was the equipment stored and secured?
3. Why is the requested equipment needed and why is it essential to participation?
4. Why is funding required and can your organisation self-fund requested costs?





## 7 Mandatory support documentation

### 7.1 Evidence

- All applications must include evidence of the equipment that has been lost or destroyed. This includes a police report and/or photographs. Additional evidence includes media reports and social media posts.
- All applications for replacement of equipment lost or destroyed as a consequence of theft or criminal damage, must be accompanied by a police report.
- In the instance that Victoria Police does not supply a written copy of the police report, you must submit the Report Incident Number alongside the police station name, phone number and contact name of the police officer who completed the police report.

### 7.2 Quotes

All applications must include quote/s which correspond to all costs to be funded.

#### Quotes must:

- be dated from 1 June 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.

### 7.3 Receipts

Applicants can apply to be reimbursed for the cost of eligible repairs and replacement equipment that have been paid for prior to applying. To be eligible for reimbursement the incident and expenses must have been incurred between 1 June 2023 and 31 May 2024.

Applicants must provide proof of payment, for example receipts, bank statements or invoices that show payment has been made.

### 7.4 Acceptable file formats

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

No other file formats are readable to Department staff.

## 8 How to apply

### Apply online using the Department's Grants Portal

- Applicants must submit a completed online application via the Department's Grants Portal.
- Applicants are encouraged to submit their applications as soon as they have the relevant details and attachments.
- 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 or before funding is exhausted. 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.



## 9 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 located here. An authorised representative of the applicant will need to acknowledge the Email of Acceptance.
- 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.

## 10 Payments

Successful applicants will receive an Email of Acceptance from the Department. An authorised representative of the applicant will need to acknowledge the Email of Acceptance. 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 authorised representative acknowledges the Email of Acceptance, 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.

## 11 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](#).

## 12 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.

## 13 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, 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.

## 14 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](#).

## 15 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.