

Emergency Sporting Equipment Grant Program

2021-2022 Application Guidelines

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Accessibility

To receive this publication in an accessible format, please phone contact the Sport and Recreation Call Centre 1800 325 206, using the National Relay Service 13 36 77 if required.

Available at the [Sport and Recreation Victoria website](http://www.sport.vic.gov.au/grants-and-funding/our-grants/emergency-sporting-and-recreational-equipment)

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Message from the Minister for Community Sport, Ros Spence



Nothing brings communities together like grassroots sport and recreation, but in recent times many clubs have faced a number of challenges.

That's why the Victorian Government is working harder than ever to ensure more Victorian clubs get the help they need when they need it most.

The Emergency Sporting Equipment Grant Program is doing just that.

Each year, the Victorian Government provides funding through the program to help clubs get back to business after being affected by natural disaster or criminal activity.

It provides swift, practical support to get clubs up and running again in their time of need.

Previous recipients of the program have seen clubs replace items from soccer nets to baseball catchers gear lost through fires, theft and a range of other setbacks.

The program aims to help clubs get back on their feet, so they can continue doing what they do best, bringing communities together to play the sports they love.

And that's what it's all about. Encouraging more Victorians of diverse backgrounds and abilities to sign up to their local clubs, get active in club and community environments and lead a healthier lifestyle.

I look forward to seeing the positive impact this investment will provide to local clubs and communities.

The Hon Ros Spence MP
Minister for Community Sport

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1. About the Emergency Sporting Equipment Grant Program

The *Emergency Sporting Equipment Grant Program* helps Victorian sport and active recreation community organisations replace **Essential Sports Equipment** that has been lost or destroyed as a consequence of **unpreventable and exceptional events** such as fire, flood, significant storms, theft or criminal damage.

Grants of up to \$2,000 (excluding GST) are available towards the replacement cost of the lost or damaged equipment that is owned by the applicant organisation.

Applicants are able to purchase replacement equipment any time after the emergency incident, prior to submission and outcome of an application.

1.1 Why is the Victorian Government funding these grants?

Sport and active recreation community organisations are expected to take appropriate measures to protect their equipment against loss and damage. However, it is recognised that due to circumstances outside of their control, such as natural disasters or criminal activity, clubs can suffer the loss of equipment essential to continue their sport or active recreation.

2. Eligibility

2.1 Who can apply?

Applications are accepted from Victorian community-based organisations involved in the delivery of sporting and active recreation opportunities in Victoria.

To be eligible for funding, the applicant organisation must fulfil **all** of the following requirements:

- the applicant organisation must be non-government and not-for-profit
- the applicant organisation must be registered as a Victorian incorporated body or a public company limited by guarantee.

What is an incorporated body?

They are clubs or community groups, operating not-for-profit, whose members have decided to give their organisation a formal legal structure

To check your incorporation status, become an incorporated body, or for further information, contact [Consumer Affairs Victoria](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations)

[<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations>](https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations)

- the applicant organisation must be registered as a Victorian incorporated body or public company limited by guarantee at the time of application submission and for the duration of the funding
- if the applicant organisation **is not** a Victorian incorporated body or public company limited by guarantee, it must arrange for a legally constituted organisation to manage the funds **as an auspice organisation** and must be an incorporated body or public company limited by guarantee

What is an auspice organisation?

An auspice organisation is a legally constituted organisation that will make approved funds available to a club organisation, to meet the grant program's financial and legal requirements

The auspice organisation takes responsibility to:

- *sign your grant agreement/letter of offer*
- *receive and distribute grant funds under the grant agreement*
- *ensure that the funded project is undertaken as approved*
- *ensure that funds are acquitted upon expenditure.*

- the applicant organisation will need to provide the details of their auspice organisation **at the time of submitting an application**
- the applicant organisation or auspice organisation must possess an Australian Business Number (ABN) or provide written advice from the Australian Tax Office (ATO) that no withholding tax is required from the grant payment. This written advice must be provided via the ATO Statement by Supplier form

What is the Australian Tax Office Statement by Supplier form?

*The ATO Statement by Supplier form is a requirement for organisations **who do not have an ABN** to ensure no tax funds are withheld from the grant payment*

- Sporting organisations must be delivering a person-centric physical activity. This includes modified sports and does not include animal obedience or showing. A discipline supported by another government portfolio will also not be supported (for example harness racing and ballet)
- Active recreation organisations must be delivering an activity that is supported by a recognised State Sport and Recreation Body. This list can be found on the Sport and Recreation Victoria's website at <https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sport-and-recreation>
- the applicant organisation must have satisfactorily met reporting requirements on any grants previously received from Sport and Recreation Victoria
- the applicant organisation must adhere to and enforce the [Fair Play Code](#) (or) their relevant state sporting association code of conduct/member protection policy, which embodies the *Fair Play Code*.

For further information about the [Fair Play Code](#), visit

[<https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code)

- the applicant organisation must comply with the expectations of the [Victorian Anti-doping Policy 2012](#).
- if the applicant organisation has been named in an application or receives a Notice of Redress Liability, they must join or intend to join the National Redress Scheme.

For further information about the [National Redress Scheme](#), visit

[<https://www.nationalredress.gov.au/about>](https://www.nationalredress.gov.au/about)

3. Funding Details

3.1 What might be funded?

For the purpose of the *Emergency Sporting Equipment Grant Program*, **Essential Equipment** is defined as:

- **playing equipment that is essential for ongoing participation in an activity that is transferable to other participants and remains the property of the applicant organisation**

For example: bats, match balls, equestrian jumps, racquets, gymnastic mats, team equipment kits, gloves and badminton nets

- **injury prevention equipment that is transferable**

For example: goal post padding, batting pads, gloves, goalie gear, helmets, catcher's gear

- **first aid equipment which is necessary for immediate attention to injury that may occur during participation in sport or active recreation**

For example: defibrillator, stretchers, first aid supplies, kits and signage

For the purpose of the *Emergency Sporting Equipment Grant Program*, **unpreventable and exceptional** events include:

- **natural disaster**

For example: flood, fire, significant storms

- **criminal activity**

For example: theft or criminal damage

3.2 What will not be funded?

The *Emergency Sporting Equipment Grant Program* will not fund:

- applications for replacement of equipment lost or destroyed as a consequence of theft or criminal damage **without a police report**
- equipment left out, overlooked and unattended after use/events/matches, and not safely secured in appropriate accommodation
- equipment damaged through wear and tear
- equipment not owned by the applicant but by another organisation or individual
- Funding will not be provided to an organisation that has been notified by the National Redress Scheme Operator that it was named in an application prior to 1 July 2020, and does not join or intend to join the Scheme by 31 December 2020
- Funding will not be provided to an organisation named in an application in National Redress Scheme for the first time and receives a Notice of Redress Liability after 1 July 2020, and does not join the Scheme within six months from the date of the Notice of Redress Liability.

The *Emergency Sporting Equipment Grant Program* will not fund the following items:

- fixed playing surfaces and structures (for example, synthetic pitch, goal posts)
- capital works (for example, permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets, ramps and other permanent structures)

- repair of equipment, structures and playing surfaces (for example, golf course, turf wicket pitch)
- non-playing/participation equipment (for example, public address systems, banners, trophies, videos, sunshades, marquees, carpet/lino, clubroom items, wicket covers, GPS)
- training equipment that is not essential to participation and aimed at enhancing the physical skills of participants (for example, tackle bags, agility ladder, witches hats, ball machines)
- canteen items (for example, microwave ovens, soft drink, food, alcohol, cooking utensils)
- maintenance equipment (for example, lawn mowers, rollers, line marker, hose, compressors)
- personal items of equipment (for example, mouthguards, drink bottles, shoes, boots)
- sports clothing and uniforms (for example, bibs)
- vehicles (for example, boats, bikes, golf carts, jet-ski, go-kart), trailers and accessories
- firearms (for example, rifles, pistols), scopes and ammunition.

4. Assessment Details

4.1 What is the assessment criteria?

The following three assessment criteria questions will need to be addressed in your application.

How?

- How was the equipment protected? What measures had you taken to prevent loss or damage to the equipment?

Why?

- Why do you need funding? Was your equipment insured? If yes, please provide written evidence from your insurance provider of the outcome of your insurance claim. If no, provide a reason why your equipment was not insured.

Note

Applications will not be assessed until after the insurance claim process has been finalised

What?

What essential equipment needs to be replaced under this grant? What specific outcomes will be achieved from replacement of the equipment?

4.2 Information you will need to provide as part of your application

Applications must be submitted with the following documentation

- Quote/s from a supplier for the replacement cost of the equipment

All quotes must include:

Details of the item(s) to be purchased (such as a name or description)

Number of item(s) to be purchased

Individual and total cost of item(s) to be purchased

Details of supplier/company/website

Website shopping carts or screen shots are also acceptable provided they contain the above information.

- Evidence of the lost or damage such as a police report, photographs, newspaper articles, etc.

Note:

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.*

4.3 How will applications be assessed?

Applications will be assessed according to eligibility and subsequently:

- the circumstances of the loss/damage in relation to an unpreventable and/or exceptional event
- adequate supporting evidence and documentation
- responses to the assessment criteria.

Unsuccessful applicants may contact Sport and Recreation Victoria to request a review and/or seek feedback on their application. Please email svrgrants@sport.vic.gov.au and include your Application Reference Number within 14 days of an unsuccessful notification to have your application reviewed.

5. How to apply

5.1 Application dates

Applications can be made at any time as there are no closing dates, however applications need to be submitted within **six months** from the date of the loss of equipment. Applications lodged more than six months after the loss will not be considered unless there are special circumstances for the delay.

Assessments for applications occurs every second month with application outcomes to be notified in the following month.

Assessment period 1

Includes all applications submitted between 1 July to 31 August 2021

Notification of outcomes in October 2021

Assessment period 2

*Includes all applications submitted between 1 September to 31 October 2021
Notification of outcomes in December 2021*

Assessment period 3

*Includes all applications submitted between 1 November to 31 December 2021
Notification of outcomes in February 2022*

Assessment period 4

*Includes all applications submitted between 1 January to 28 February 2022
Notification of outcomes in April 2022*

Assessment period 5

*Includes all applications submitted between 1 March to May 2022
Notification of outcomes in June 2022*

5.2 Submitting an application

Step 1: Check your eligibility.

Check the detailed information contained in **section 2** of this document, to identify if your club or organisation is eligible for funding.

Step 2: Apply using the DJPR Grants Portal.

To apply, visit the [Sports and Recreation website <https://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program>](https://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program)

Ensure you have all required information and documents as outlined **section 4** of this guide, as well as the full legal details of your organisation (incorporated number, ABN).

Click **Start a new application** to commence your application through the DJPR Grants Portal.

You will need to set-up an email login to proceed with your application.

Note

You can complete a saved/draft application, by returning to your form via the [grants portal](#).

Login online <<https://businessvic.secure.force.com/GrantsPortalLogin>>

Attaching supporting documentation

- You can attach documents to your online application if they are in an acceptable file type – Word, Excel, PDF, or JPEG only. No other formats are readable to DJPR staff.
- Attachments cannot exceed the maximum file size of 5MB per document.
- When you are preparing and submitting your application online, check carefully to ensure all your attachments have uploaded.

Tips for navigating the DPJR Portal

- Throughout the online application, a field marked with the asterisk symbol (*) indicates that this is a mandatory field that must be completed.

- If you wish to go back and forward between pages of your application, use the Previous Page and Next Page buttons in the portal – do not use the back and forward buttons on your web browser.

All applications must be submitted online and on time to be considered.

You will receive an acknowledgment of your application as well as an application number when you submit your application.

Please quote your application number in all correspondence relating to your application.

6. Conditions that apply to applications and funding

6.1 What are the funding conditions

The following conditions will apply to projects that receive a grant:

- the grant recipient (or auspice organisation) must enter into a funding agreement with the Department of Jobs, Precincts and Regions which sets out the conditions and reporting requirements
- the grant recipient must complete the grant project within 12 months of receipt of the grant funds. Any unspent funds must be returned to Department of Jobs, Precincts and Regions
- **funds must be spent on the project as described in the application. Any proposed variation to the approved project must be submitted to Department of Jobs, Precincts and Regions for approval prior to implementation**

6.2 Funding agreements

Successful applicants must enter into a funding agreement with Department of Jobs, Precincts and Regions. Funding agreements establish the parties and their commitments and obligations to each other and set out as the general terms and conditions of funding.

Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable.

6.3 Payments

Payments will be made as long as:

- the funding agreement has been signed by both parties
- grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- other terms and conditions of funding continue to be met.

6.4 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 *Emergency Sporting Equipment Grant Program*. [Promotional guidelines](https://sport.vic.gov.au/grants-and-funding/our-grants/emergency-sporting-and-recreational-equipment) can be found at <<https://sport.vic.gov.au/grants-and-funding/our-grants/emergency-sporting-and-recreational-equipment>> and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material.

6.5 Post project evaluation

By making an application, all grant recipients agree to comply with the Department of Jobs, Precincts and Regions' performance monitoring and evaluation regime. The Recipient may receive an evaluation survey from the Department of Jobs, Precincts and Regions and may be required to participate in program evaluation activities.

The evaluation surveys may be required for up to 12 months following the issue of the grant. This is a non-negotiable requirement for all grant recipients in the program. Non-compliance could impact future applications to the Department of Jobs, Precincts and Regions' programs.

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

6.6 Compliance and audit

Applicants are subject to a risk assessment, which verifies organisation legal details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator or registrar.

Applicants will be subject to audit by the Victorian Government or its representatives and may be required to produce evidence of how the grant funding was expended (e.g. invoices for equipment/uniforms purchased, costs associated with training, strategic planning costs, promotional expenditure, irrecoverable event costs etc.) at the request of the Victorian Government for a period of two years after the grant has been approved.

If any information in the application is found to be false or misleading, or grants are not applied for the purposes of the organisation in accordance with the terms of funding as set out in these guidelines and the application, the grant will be repayable on demand.

6.7 Privacy

The Department of Jobs, Precincts and Regions is committed to protecting your privacy. We collect and handle any personal or health information about you or a third party in your application, 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 or health information with 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 will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

The department is committed to protecting the privacy of personal information. Enquiries about access to personal information, or for other concerns regarding the privacy of personal information, can be emailed to the department's Privacy Unit at privacy@ecodev.vic.gov.au. The department's privacy policy is also available by emailing the department's Privacy Unit.

7. Resources and additional information

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