

Emergency Sporting Equipment Grant Program

2022-2023 Application Guidelines

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Available from the [Sport and Recreation Victoria website](http://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program)
<<http://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program>>.

Message from the Minister for Community Sport, Ros Spence



Nothing brings communities together like grassroots sport and active 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 through the *Emergency Sporting Equipment Grant Program*.

Previous recipients have benefited from funding to replace items such as soccer, football and cricket playing equipment as well as first aid equipment that had been lost through fires, flood or criminal activity.

The Program provides swift, practical support 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.

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 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 Program

The *Emergency Sporting Equipment Grant Program*, assists Victorian sport and active recreation organisations to replace essential sport 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 are available towards the replacement cost of lost or damaged equipment that is owned by the applicant organisation.

The Program is being delivered by the Victorian Government through the Department of Jobs, Precincts and Regions (Department).

2. Eligibility

2.1 Who can apply?

Applications are accepted from community sport and active recreation organisations operating in Victoria. Organisations based close to state borders should contact [Sport and Recreation Victoria](mailto:SRVGrants@sport.vic.gov.au) <mailto:SRVGrants@sport.vic.gov.au> for guidance with applications.

The applicant must meet **all** of the following seven criteria:

1. The applicant must be non-government and not-for-profit.
2. The applicant must be registered as a:
 - Victorian incorporated association under the Associations Incorporation Reform Act 2012 (Vic); or
 - company limited by guarantee under the Corporations Act 2001 (Cth); or
 - a Victorian Aboriginal corporation under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (Cth),

at the time of submission of the application and, if successful, for the duration of the project unless 2.1 applies.

- 2.1 If the applicant is not a Victorian incorporated association or a company limited by guarantee or a Victorian Aboriginal 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:**

- Be non-government and not-for-profit;
- Be a Victorian incorporated association or public company limited by guarantee;
- Meet all criteria described in parts 6 and 7 below;

- If the application is successful, enter into a Grant Agreement with the Department; and
- 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 Notice of Acceptance.

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 active recreation 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 (and the auspice organisation if applicable) 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](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>>.
5. The applicant (and the auspice organisation if applicable) must comply with the expectations of the [Victorian Anti-doping Policy 2012](https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping) <<https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping>>.
6. The applicant (and the auspice organisation if applicable) must have satisfactorily met reporting requirements on any grants previously received from the Department.
7. 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](https://www.nationalredress.gov.au/about) <<https://www.nationalredress.gov.au/about>>.

3. Funding Details

3.1 What might be funded?

Essential Equipment is defined as:

- **Playing equipment** that is essential for ongoing participation in an activity, 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

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 Program does not fund replacement 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
- not owned by the applicant

Ineligible items include (but are not limited to):

- Fixed playing surfaces and structures
For example: synthetic pitch and goal posts
- Capital works
For example: permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets and ramps
- Repair of structures and playing surfaces
For example: golf course and turf wicket pitch maintenance
- Repair of equipment (with the exception of essential participation items that are financially unfeasible to replace)
- Mechanical equipment aimed at enhancing the skills of participants

For example: ball machines, weights and simulators

- Personal items of equipment

For example: uniforms, mouthguards, shoes/boots and drink bottles

- Vehicles or maintenance equipment

For example: boats, bikes, golf carts, jet-ski, lawn movers and rollers

- Firearms, scopes and ammunition

3.3 Application dates

Applications can be submitted at any time between 01 June 2022 and 31 May 2023.

Applications must be submitted within six months from the date of the loss of equipment. Applications submitted more than six months after the loss, will not be considered unless there are special circumstances for the delay.

3.4 Assessment dates

Submitted applications will be assessed over five periods:

Assessment period 1

Applications submitted: 1 June 2022 – 31 August 2022

Notification of outcome: October 2022

Assessment period 2

Applications submitted: 1 September 2022 – 30 November 2022

Notification of outcome: late December 2022

Assessment period 3

Applications submitted: 1 December 2022 – 31 January 2023

Notification of outcome: March 2023

Assessment period 4

Applications submitted: 1 February 2023 – 31 March 2023

Notification of outcome: May 2023

Assessment period 5

Applications submitted: 1 April 2023 - 31 May 2023

Notification of outcome: June 2023

4. How to Apply

4.1 Step 1: Check your eligibility

Check the [Eligibility section](#) (section 2) of these application guidelines to identify if your organisation is eligible for funding. Ensure you have all required information and documents as outlined in the [Supporting Documentation section \(section 5\)](#). Other details required for all applications include the incorporation number, Australian Business Number and the applicant's bank account details.

4.2 Step 2: Apply using the Department's Grants Portal

Applicants must submit a completed online application via the Department's Grants Portal. To start a new application, click on the relevant category's hyperlink from the [Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/our-grants/emergency-sporting-and-recreational-equipment) <https://sport.vic.gov.au/grants-and-funding/our-grants/emergency-sporting-and-recreational-equipment>. When prompted, log in using an existing Grants Portal account or create a new account.

Draft applications can be saved for completion at a later time. To access a saved application visit the [Department's Grants Portal](https://businessvic.secure.force.com/GrantsPortalLogin) <https://businessvic.secure.force.com/GrantsPortalLogin>.

Applications must be submitted before the advertised closing date and time to be considered. An automated email, confirming the application submission and reference number, will be sent following successful submission of the application. If the application confirmation email is not received, applicants should email [Sport and Recreation Victoria](mailto:SRVGrants@sport.vic.gov.au) <mailto:SRVGrants@sport.vic.gov.au> immediately.

Please quote the application reference number in all correspondence relating to the application.

5. Supporting Documentation

5.1 Mandatory attachments

Evidence

All applications must include evidence of the equipment that has been lost or destroyed. For example, a police report and/or photographs.

- 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.

Quotes

All applications must include a quote which corresponds to the items to be funded.

Quotes must:

- Include details, such as the name and description, of the item(s)
- Include the quantity of items(s)
- Include the individual and total cost of items(s)
- Include the supplier's business/company details (business name, Australian Business Number or website); and
- Be equal to, or greater than, the total amount requested in the application.
- Quotes provided in the form of website shopping carts or screen shots are acceptable, provided they contain all the above information.

5.2 Attaching documents

Please note the following points when attaching any document to an application:

- Acceptable file types include Word, Excel, PDF or JPEG only. No other file formats are readable to Department staff;
- Attachments cannot exceed the maximum file size of 5MB per document; and
- When preparing and submitting the application online, check carefully to ensure all attachments have been uploaded.

6. How applications will be assessed

Applications are initially 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 event.
- Adequacy of supporting documentation; and
- Responses to the assessment criteria.

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 <mailto:SRVGrants@sport.vic.gov.au>](mailto:SRVGrants@sport.vic.gov.au) and include the application reference number to request that the application be reviewed.

6.1 Assessment Criteria

All applications must include responses to the following:

1. Describe the event

What, when and where did the unpreventable or exceptional event take place?

Upload documents to provide evidence.

2. List the equipment that was lost, damaged or destroyed

What replacement equipment is needed and why is it essential to participation?

Upload a quote/s for the replacement items requesting to be funded.

3. Where and how was the equipment stored and secured?

Was the equipment insured?

If no, explain why the equipment was not insured?

If yes, upload written evidence from your insurance provider of the outcome of your insurance claim.

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

7. Conditions that apply to applications and funding

The following conditions will apply to projects for which a grant is provided directly to the applicant (excluding projects for which a grant is provided under an auspice arrangement):

- 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 in the application form 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 a Notice of Acceptance. This will form an agreement between the applicant and the Department on the terms contained in the application, the Notice of Acceptance, these guidelines, and the conditions of grant in the application form. An authorised representative of the applicant will need to acknowledge the Notice of Acceptance;
- The applicant must complete the project/spend grant monies, 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 must enter into a Grant Agreement with the Department. 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.

8. Use of third-party grant writers

Whilst applicants can engage a third-party grant writer to assist with the development of a funding application, applicants need to be aware that it is the applying organisation, not the grant writer, that is making an application for funding. As such, if

an application is successful, it is the applicant that is responsible for delivering the funded activity by entering into a binding agreement with the Department, not the grant writer.

For this reason, the applicant must ensure the accuracy and truthfulness of all matters contained in an application, whether prepared by the applicant itself or by a grant writer on its behalf. Applicants wishing to apply 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 outlined on the application form;
- If an application is submitted by a third-party grant writer, it will be ineligible for consideration;
- Applicants are reminded that they are responsible for ensuring all information in the application is accurate and correct;
- Any generic responses to questions in the application may detract from success in the application assessment stage, such as responses that do not explicitly address matters relating to a particular applicant;
- The Department will only liaise with the authorised organisational contact as per the application for application enquiries or payment matters;
- The Department reserves the right to seek proof of any data or information provided in the application; and
- No part of any approved grant amount can be applied to the costs of a third-party grant writer.

9. 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*.

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](#)

<<https://sport.vic.gov.au/resources/documents/victorian-government-acknowledgment-and-publicity-guidelines>>.

10. Payments

In the event the application is successful, the applicant will receive a Notice of Acceptance from the Department, or a Grant Agreement via a letter of offer in the case of auspice arrangements. An authorised representative of the applicant (or auspice organisation if applicable) will need to acknowledge the Notice of Acceptance or 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 Notice of Acceptance or Grant Agreement where applicable.

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](https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-) <<https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an->> 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. 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 all recipients of the *Emergency Sporting Equipment Grant 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.

12. 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 Agreement 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 (for example paid invoices for replaced equipment). 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 *Emergency Sporting Equipment Grant 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.

13. Privacy

The Department 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 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 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](mailto:privacy@ecodev.vic.gov.au) <mailto:privacy@ecodev.vic.gov.au>.

14. 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 [email Sport and Recreation Victoria](mailto:SRVGrants@sport.vic.gov.au) <mailto:SRVGrants@sport.vic.gov.au> Monday to Friday between 9am and 5pm (except for public holidays).