

OFFICIAL

2024-25

Regional All Abilities Participation Grants

Program Guidelines



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Acknowledgement

We acknowledge the traditional Aboriginal owners of country throughout Victoria, their ongoing connection to these lands and water ways and we pay our respects to their culture and their Elders past, present and future.

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

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

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

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

The Department's reserved rights

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

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

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

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

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

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Message from the Minister



The Regional All Abilities Participation Grants are part of the Allan Labor Government's commitment to make community sport and active recreation more inclusive and accessible to all.

Grants of up to \$25,000 are available to help community organisations support people with disability to join in the fun and participate on and off the field in regional Victoria.

Support available in Categories 1 and 3, includes the purchase of specialised equipment and uniforms - aid with travel costs and the running of all abilities sport programs that are affordable, sustainable, accessible and inclusive.

Category 2 provides support to increase volunteer and paid opportunities for people with disability, who are keen to take on new roles or broaden their skills as coaches, officials and administrators.

Funds can also be used to help subsidise wages or salaries towards skilled professionals that can support participation in sport or active recreation, such as disability sports coaches or support workers.

Our goal is to initiate and actively promote change, providing people with disability real opportunities to ensure they are supported, empowered and reap the benefits of being involved in the sport and active recreation sector.

The Program is part of the Victorian Government's \$40 million All Abilities Sport Fund, that is removing barriers for people with disability to get involved in sport and recreation in regional Victoria.

I look forward to seeing many new inclusive grassroots sport-based initiatives come to life and prosper in regional and rural Victoria thanks to the Program.

The Hon. Ros Spence MP
Minister for Community Sport

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1. About the program

The Victorian Government established the \$40 million All Abilities Sport Fund, to improve accessibility and inclusion for people with disability in sport and active recreation in regional and rural Victoria.

The [Regional All Abilities Participation Grants](#) is part of the All Abilities Sport Fund and works alongside the [All Abilities Workforce and Sector Support Program 2024-27](#) and the [Strengthening Regional Community Sport Program 2024-27](#), to extend the Victorian Government's commitment to supporting community sport and active recreation opportunities for people with disability.

The program will be delivered over three years from 2024 to 2027.

1.1 Program categories

Grant funding will be made available through three categories:

Category 1: Equipment and Travel

Up to \$25,000 for organisations to:

- Purchase equipment, assistive technology, adaptive clothing or environmental aids
- Reduce travel costs for active participants with disability, including players, umpires or officials and travel support personnel.

Category 2: Inclusion Workforce

Up to \$25,000 for organisations to:

- Employ a specialised workforce to support the needs of people with disability
- Recruit, mentor, employ and retain a person with disability to a paid or voluntary position.

Category 3: Programs and Disability-led Initiatives

Up to \$25,000 for organisations to:

- Deliver an on-going sport or active recreation program for people with disability
- Deliver projects led by or involving people with disability in the decision-making process.

1.2 Strategic alignment to Active Victoria

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

We recognise that the benefits of sport and active recreation need to be available for all Victorians to experience. People with disability in regional and rural Victoria often experience significant, systemic and intersectional barriers that impede their ability to participate in sport or active recreation in an on-going, sustainable and meaningful way.

The Regional All Abilities Participation Grants aligns with the [Active Victoria 2022-2026](#) priorities and outcomes:

Active Victoria Priorities

Connecting communities

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

Building value

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

Enduring legacy

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

Active Victoria Outcomes

Sustained participation

More Victorians participate equitably in sport and active recreation.

Sector capability

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

Good governance

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

2. Program objectives and 2024-25 priorities

The Regional All Abilities Participation Grants program objectives, 2024-25 priorities and program outcomes include:

Program objectives

- Address barriers and increase participation opportunities for people with disability in regional and rural Victoria.
- Expand community sport and active recreation club capabilities through enhanced volunteer and paid workforce, support and resources to engage people with disability to meet their needs.
- Improve engagement of people with disability in workforce opportunities.
- Increase capacity of community sport and active recreation clubs in regional and rural Victoria to deliver initiatives.
- Strengthen awareness, understanding, acceptance, community pride and connection.
- Align with the priorities of [Active Victoria 2022-2026](#).

2024-25 program priorities

- Projects led by or involving people with disability in the decision-making process.
- Projects that address intersectionality and increase participation in communities or population groups with existing low levels of participation in sport and physical activity, including women and girls, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, LGBTQIA+ and older adults.
- Organisations located in areas identified with high levels of socio-economic disadvantage (supported by 2021 Australian Bureau of Statistics Census data).

End-of-program outcomes

- More Victorians are participating in sport and active recreation opportunities at club level.
- Victorian community sport and active recreation clubs have increased capacity to deliver initiatives.
- More people with disability are participating in sport and active recreation (on and off the field) across regional and rural Victoria.

3. Key dates

Projects in the 2024-25 round will need to start from April 2025.

If successful, recipients must complete the project and spend grant funds within 12 months of acknowledging the Email of Acceptance.

Applications Open	Applications Close	Notification of Outcomes
Wednesday 06 November 2024	TBC	TBC

4. Applicant eligibility

4.1 Who can apply?

Eligible organisations must apply for funding to support people with disability in regional and rural Victoria to experience sport or active recreation in an on-going, sustainable and meaningful way.

To be eligible, organisations must:

- 1) Currently deliver activities that encourage participation in sport, active recreation or physical activity.
- 2) Be a not-for-profit and non-government organisation and be one of the following entity types: an incorporated association, a company limited by guarantee, or an indigenous incorporation.
- 3) Applicants must provide an Australian Business Number (ABN), accompanied by either an Australian Company Number (ACN), Incorporated Association Number (IAN) or Indigenous Corporation Number (ICN). Organisations without an active ABN must provide a completed 'Statement by supplier not quoting an ABN' form available from the [Australian Tax Office \(ATO\) website](#).
- 4) Deliver the project in one of Victoria's 48 regional and rural council areas. This covers the regions of: Barwon South West, Gippsland, Grampians, Hume and Loddon Mallee.

To confirm, search by postcode, regional or rural council area on the [Regional Development Victoria website](#).

Applications are open to

- Community sport or active recreation organisations.
- State Sporting Associations (SSA).
- State Sport and Active Recreation Bodies (SSARB).
- Regional Sports Assemblies (RSA).
- Regional Academies of Sport.
- State recreation organisations.
- Disability sporting organisations.
- Disability service providers.
- Disability or Self-Advocacy groups.
- Health and Allied Health service providers.
- Neighbourhood House.
- Social enterprise.
- A registered charity.

4.2 Ineligible applicants

The following business or organisation entity types are not eligible to apply for funding:

- An unincorporated association.
- A company not incorporated in Australia.
- An individual or sole trader.
- An individual trustee and unincorporated trusts.
- Schools, playgroups, kindergartens, child-care centres or pre-schools.
- A Commonwealth, state or local government agency or body.

4.3 Auspice arrangements for sport or active recreation organisations

Sport or active recreation organisations that are not registered as an eligible business or organisation entity, can nominate an auspice organisation to take legal and financial responsibility of the grant on their behalf.

The auspice organisation must be:

- Registered as one of the above eligible business organisation entity types
- Operating in Victoria.

Auspice arrangements cannot be used:

- To seek funding on behalf of individuals, sole traders or any other ineligible entity
- For organisations other than unincorporated sport or active recreation organisations
- For projects seeking funding to deliver services to children under the age of 18 years.

4.4 Applicant attestations

All applicants must attest that their organisation:

- Implements and maintains policies relating to the Child Safe Standards available on the [Commission for Children and Young People website](#).
- Has completed reporting responsibilities on any grants previously received from Sport and Recreation Victoria.

Sport or active recreation applicants must attest that their organisation:

- Adheres to and enforces the [Fair Play Code](#), or the relevant State Sporting Association code of conduct and/or member protection policy, which incorporates the [Fair Play Code](#)
- Complies with the requirements and expectations of the Australian National Anti-Doping Scheme and Australian National Anti-doping Policy (if applicable).

4.5 Additional requirements

- If the applicant (or nominated auspice organisation) is affiliated with a [Sport and Recreation Victoria recognised organisation](#), the recognised organisation must have a 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. Further information can be found at [Balance the Board Policy](#).
- If the applicant (or nominated auspice organisation) has been named in the [Royal Commission into Institutional Responses to Child Sexual Abuse](#), or receives a [Notice of Redress Liability](#), the applicant (or nominated auspice organisation) must join or

provide advice to Sport and Recreation Victoria that it intends to join the National Redress Scheme. Further information can be found at [National Redress Scheme](#).

5. How many applications can I submit?

In 2024-25, organisations can submit up to **2** applications in total, but only **1 per category**.

When submitting 2 applications, the following combinations are eligible:

1

Category 1: Equipment and Travel
Category 2: Inclusion Workforce

2

Category 1: Equipment and Travel
Category 3: Programs and Disability-led Initiatives

3

Category 2: Inclusion Workforce
Category 3: Programs and Disability-led Initiatives

Organisations may request up to \$25,000 per application, although requesting the full amount is optional.

The following conditions apply:

- Applications must be submitted in different categories.
- Two applications in the same category will not be accepted.
- A separate submission must be completed for each application
- If an organisation submits more applications than the permitted limit, the first application/s submitted by date and time will be considered. All further applications are ineligible.

6. Eligible projects and costs

Sport and Recreation Victoria (SRV) encourage applications that support all types of disability and covers all types of sport or active recreation. This includes disability as any physical, sensory, neurological, intellectual, cognitive, or psychiatric condition that can impact on a person's lifestyle or everyday function.

The tables below indicate examples of eligible projects and costs. However, this is not an exhaustive list. Applicants that are unsure if proposed projects or costs are eligible, should contact [Sport and Recreation Victoria](#) prior to submitting their application.

Key points

- Funding must specifically benefit people with disability in regional or rural Victoria.
- All project activities and costs must be new and take place from April 2025.
- Projects or activities must be available to the public and benefit the wider community.
- Funding requested for project staffing or salaries must match the roles and responsibilities of the position and reflect the time commitment to deliver the project.
- All costs must be reasonably attributable to project delivery and supported by an application project plan, budget and quotes.
- If successful, applicants will be able to allocate part of an approved grant amount to engage the services of a provider to help implement their project.

Category 1: Equipment and Travel Eligible projects and costs

Equipment - modified, adaptive, customised or sensory

- Water wheelchairs, handcycles, mono-ski outriggers, lowered hoops, adapted balls, gripping aids, running tethers, kicking aids, boccia pushers, eyeshades.
- Harnesses, saddles, leads, reins.

Assistive technology

- Electronic magnifier, speech generating device, tactile markers, raised line paint, auditory goal indicator, adjustable goals, throwing frames, starting lights.

Safety or injury prevention

- Head protectors, paddle supports, special floatation devices, ear gear.

Environmental aids

- Portable grab bars, rails, mobility aids and ramps.
- Stabilising horizontal grab bars and vertical anchor grab bars, Steps with rails.

Uniforms - adaptive or sensory clothing

- Tactiles, compression wear, adjustable or custom fit uniforms, weighted vests, seamless or tagless clothing.

Adaptive outerwear

- High-visibility or high contrast clothing, knee and elbow pads, ergonomic support wearables.

Specialised footwear

- Orthic, adaptive or modified shoes.

Travel organised by the organisation

Accessible transportation

- Hire of accessible vehicles.

Travel support personnel

- Carer, interpreter services.

Other eligible costs

- Repair, maintenance or upgrades to modified or adaptive equipment.
- On-going equipment loan or hire costs.

Category 2: Inclusion Workforce**Eligible projects and costs****Specialist staff**

Wages or salary towards specialised personnel to provide person-centered services that will support participation in sport or active recreation

- Disability sports coach.
- Disability support worker.

Collaboration between organisations to build connections and pathways

Organisations working together, across localities or different sport and active recreation to:

- Attract and support a new workforce.
- Establish partnerships with organisations that can assist in engaging people with disability.
- Engage an industry or community service provider that can support recruitment of a person with disability, including job agencies, community centres and education providers.

Recruitment and retention of people with disability

- Inclusive communications to attract workforce and reduce barriers including communication and attitudinal.
- Induction and on-the-job training programs, where experienced employees mentor people with disability.
- Recruitment of inclusion staff to provide direct support to individuals with disability to integrate and thrive in the workforce.
- On-going training, professional development and career advancement opportunities for people with disability.

Workspace (non-capital works)

- Costs to assess suitability of the workspace and undertake minor modifications to the work environment to support people with disability.

Category 3: Programs and Disability-led Initiatives**Eligible projects and costs****On-going adaptive, alternative or modified programs**

- All abilities, modified sport or adaptive programs.
- Flexible, social, non-competitive, mainstream, or less structured program.
- Programs that address intersectionality - people with disability as well as communities or population groups with existing low levels of participation in sport and physical activity as outlined in the program priorities.
- Disability pride projects.
- Virtual or remote programs designed to be accessible virtually for participants who may face barriers to in-person attendance.

Programs or initiatives must:

- Be new and provide on-going or multi-session delivery
- Provide participation activities specifically for people with disability or include participants with disability in mainstream activities.

Project expenses may include:

- Operational (non-capital works) or administrative costs
- Project staffing.
- Venue hire.
- Uniforms and equipment.
- Costs eligible through category 1.
- Specialised staff, services or collaborations as outlined through category 2.

7. What won't be funded

Projects that

- Do not take place in regional or rural Victoria.
- Have started prior to April 2025.
- Deliver activities or services to children under the age of 18 years on a recurring basis, where the applicant organisation does not have the appropriate level of child abuse insurance
- Have received funding for identical (or alike) projects or costs through the:
 - Together More Active Program 2023-2027
 - Change Our Game, Community Activation Grants in 2023-24 or 2024-25
 - Aboriginal Sport Participation Grant Program in 2024-25
 - Sporting Club Grants Program in 2023-24 or 2024-25.
- Seek funding exclusively for equipment through Category 3. Equipment may form part of the application, but the funding sought must adhere to the program objectives and priorities.

Costs that are

- Not reasonably attributable to project delivery and do not reflect value for money.
- Business as usual costs - rent, utilities, operational wages, legal fees, property taxes, business travel, insurance or administrative expenses.
- Infrastructure or capital works - upgrading and/or maintaining assets, building, property or vehicles. This includes fixed playing surfaces and structures.
- Used to meet regulatory requirements - working with children checks, police checks and permits.

Specific expenses for

- Singular day events, come and try days or camps.
- Gala events, functions, trophies, prize money or gift packages.
- Hospitality, catering and alcohol.
- Accommodation.
- Transportation purchases or modifications, including cars and buses.
- Every-day or domestic aids used for non-participation sport or active recreation.
- Prosthetics.
- Animals: including costs related to purchasing, transporting, training, care, or upkeep. For example: food, animal training equipment, grooming, accreditations and certifications, vaccines, and veterinary services.

8. Assessment and approval

8.1 Assessment process

Application assessment and funding outcomes are based on:

- Applicant eligibility
- Applications that best respond to the assessment criteria
- Adequacy of support documentation
- Comparison to other submissions; and
- Availability of funding.

Funding recommendations are made to the Minister for Community Sport for final approval.

8.2 Assessment criteria

Assessment criteria is informed by the program objectives and 2024-25 program priorities:

Assessment criteria	Considerations	Weighting
Community need	<p>The application demonstrates:</p> <ul style="list-style-type: none"> • the needs of people with disability in the identified regional or rural Victorian location/s • how the project has been informed through community consultation of people with lived experience of disability in co-designing activities or project/s • awareness of key issues facing people with disability in regional or rural Victoria • increased participation, inclusion and access in sport or active recreation for people with disability 	20%
Benefits	<p>The application outlines:</p> <ul style="list-style-type: none"> • the benefits that will be achieved by delivering this project and how these benefits align with the program objectives and 2024-25 program priorities. • inclusive participation opportunities for people with disability to engage in sport and/or active recreation activities, to develop skills and have meaningful experiences. • the capacity, skills and knowledge of the sport and active recreation workforce to develop and implement inclusive environments, operations and/or participation opportunities for people with disability. • likelihood the project will contribute to end-of-program outcomes 	20%
Partnerships	<p>The application identifies:</p> <ul style="list-style-type: none"> • key stakeholders and how they will contribute to project objectives and outcomes • partnerships between sport and/or active recreation organisations • regional or rural networks in the sport or active recreation sector • place-based networks to effectively engage and support people with disability. 	15%

Assessment criteria	Considerations	Weighting
Capacity and capability	<ul style="list-style-type: none"> The organisation demonstrates their readiness, capacity, and capability to deliver the project. The application is supported by a detailed project plan and demonstrates how the project will be promoted and evaluated. The project is based on a sound budget and represents value for money. 	15%
Lasting impact	<ul style="list-style-type: none"> The application demonstrates how the project impacts will continue beyond the 12-month funding period. The application demonstrates sustainable, practical and tangible impacts that increase access, inclusion, choice and control, and/or builds capability among people with disability in regional or rural Victoria. 	15%
Program priorities	<ul style="list-style-type: none"> Projects led by or involving people with disability in the decision-making process. Projects that have an intersectional approach and include women and girls, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, LGBTQIA+ and older adults. Organisations located in areas with high levels of socio-economic disadvantage (supported by <i>2021 Australian Bureau of Statistics Census</i> data). 	15%

9. Due-diligence checks

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

Such checks may include:

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

Outcomes from such assessments may be taken into account in any decision to recommend or award a grant and in contracting with successful applicants.

The Department may at any time, remove an applicant from the application and assessment process, if in the Department's opinion, association with the applicant may bring the Department, a Minister or the State of Victoria into disrepute.

10. What your application needs to include

To be considered for funding, applicants must provide project details that fully illustrate the type of project they want to undertake and the associated costs.

Mandatory support documentation

A completed project plan, budget and relevant quotes **must be submitted with each application.**

Project Plan	Budget	Quotes
<p>The following template can be used to create a project plan, however applicants may submit their own:</p> <p>Project Plan Template</p> <p>Project plans must include the following information:</p> <ul style="list-style-type: none"> • Project name. • Scope and project overview with any outlined commitments. • Location project is occurring or impacting. • Budget including cost estimates. • A list of key stakeholders and project beneficiaries including any established project partners or community organisations. • Project timelines. • Estimated grant agreement evaluation report date (post project completion date). • Outcomes. 	<p>The project budget should include all income and expenses related to the application.</p> <p>Additional details such as in-kind costs and other funding contributions should be included where relevant.</p> <p>Where only an approximation in spending can be noted in advance, a detailed list highlighting these estimated costs can be submitted.</p> <p>These costs may include:</p> <ul style="list-style-type: none"> • Fuel or transit. • Leases or hire arrangements. • Promotional material estimates. • Maintenance or up-keep estimates. • Wage estimates or salaries. 	<p>Quotes must correspond to costs to be funded.</p> <p>Quotes should:</p> <ul style="list-style-type: none"> • Be equal to, or greater than, the total amount of funding requested. • Be dated from 30 October 2024. • Include the following details: item, description, quantity, unit and total costs and the supplier's business details (business name, ABN, and/or website). • be unpaid – existing activities, services, or projects that have already commenced or have been completed will not be funded. <p>Quotes may also be:</p> <ul style="list-style-type: none"> • Website shopping carts, unpaid invoices, email confirmations and screen shots, but must include the details listed above.

Other support documentation

Applicants should provide letters of support, partnership agreements or endorsements from local organisations or community leaders where relevant. This other support documentation is not mandatory but may improve the likelihood of a successful application.

11. Child abuse insurance

Child abuse insurance is required if your project will deliver 'services to children'.

'Services to children' means services provided by a non-government organisation that is responsible for the supervision of, or authority over, a child under the age of 18 years on a recurring basis. This includes providing:

- care
- education
- services or activities.

In this context, services to children does not include one-off activities, nor incidental or ad hoc contact with children.

Is child abuse insurance required for my project?

Category 1	Category 2	Category 3
Not required	Required Where the grant funds will be directly used to deliver projects or programs to children under the age of 18 years on a recurring basis	Required Where the grant funds will be directly used to deliver projects or programs to children under the age of 18 years on a recurring basis

Child abuse insurance requirement

For projects that require the applicant to hold child abuse insurance, the applicant must:

- have child abuse insurance with a minimum insured amount of \$5 million per claim and \$10 million in the aggregate, exclusive of public liability insurance
- provide Sport and Recreation Victoria with written advice from the insurance provider, uploaded to the grant application. The whole insurance policy will be required, not solely the certificate of currency.

12. How to apply

Applicants must submit a completed online application via the Department's Grants Portal

- To start a new application, visit the [Regional All Abilities Participation Grants webpage](#) and click on 'Start a new application' for the category you wish to apply for. When prompted, log-in using an existing Grants Portal account or create a new account.
- Draft applications can be saved for a later time but must be submitted before the advertised closing date and time. Saved applications can be accessed by logging into the [Department's Grants Portal](#).
- An automated email confirming the application submission is issued immediately after you press submit. If you do not receive this confirmation email, please immediately contact [Sport and Recreation Victoria](#) and quote your application reference number.

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 are not accepted directly from third parties.
- Applicants must submit their own applications and agree to the funding terms and [conditions of grant](#).
- The Department will only liaise with the authorised representative of the applicant.

13. 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](#). 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 acknowledging the Email of Acceptance. Any unspent funds must be returned to the Department.
- Funds must be spent on the project/items as described in the application. Any proposed variation to the approved project must be submitted to the Department for approval prior to implementation or purchase.

Where an auspice arrangement is required

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

14. Payments

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

Payments will be conditional on:

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

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

15. Child safe standards

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

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

17. Post project evaluation

- By submitting an application, all grant recipients agree to comply with the Department's performance monitoring and evaluation procedures.
 - Successful recipients through the 2024-25 Regional All Abilities Participation Grants must acquit each approved project to the satisfaction of the Department, to be eligible to apply and receive funding for future rounds of the program. Where a program acquittal (end of project report) has not been completed. The applicant organisation will be ineligible for future grant funding under this program.
 - The grant recipient may receive an evaluation survey up to 24-months following the issue of the grant. Program evaluation activities are non-negotiable for recipients of the Regional All Abilities Participation Grants. Non-compliance could impact future applications to the Department's programs.
 - Grant recipients may also be required to contribute information on project outcomes for use in program evaluation reviews and the Department's marketing materials.
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18. Compliance and audit

- Applicants (and the auspice organisation if applicable) are subject to a risk assessment, which verifies an organisation's legal details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commission, Consumer Affairs Victoria and/or other applicable regulator or registrar.
 - Grant recipients, including applicants that enter into an Email of Acceptance with the Department and applicants under auspice arrangements where an auspice organisation enters into a Grant Agreement with the Department, will be subject to audit by the Victorian Government or its representatives and may be required to produce evidence of how the grant funding was expended. This request of the Victorian Government may be made for a period of two years after the grant has been approved.
 - If any information provided in an application to the Regional All Abilities Participation Grants 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.
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19. Privacy Statement

- Any personal information provided for the Regional All Abilities Participation Grants will be collected and used by the Department for the purposes of assessing eligibility, program administration, program review and evaluation.
- The Department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this program.

- In the assessment of an application for the program, it may be necessary to share personal information with State and Commonwealth Government departments and agencies, as well as other external experts. If personal information about a third party is included in the application, the applicant must ensure the third party is aware of and consents to the contents of this privacy statement.
- The Department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.
- Any personal information about the applicant or a third party will be collected, held, managed, used, disclosed, or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.
- Enquiries about access or correction to your personal information, can be emailed to SRVgrants@sport.vic.gov.au
- Other concerns regarding the privacy of personal information, can be emailed to the Department's [Privacy Unit](#). The Department's privacy policy is also available by emailing the Department's [Privacy Unit](#).

20. Terms of applying

20.1 Department probity and decision-making

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

20.2 Applicant conflicts of interest

- A conflict of interest arises where a person makes a decision, or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations.
- A conflict of interest may arise where a grant applicant:
 - Has a professional, commercial, or personal relationship with a party who is able to, or may be perceived to, influence the application assessment process, such as a Victorian Government staff member, or
 - Has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently.

- Applicants must advise the Department of any actual, potential, or perceived conflicts of interest relating to a project for which it has applied for funding.
 - Victorian Government staff are required to act in accord with the Code of Conduct for Victorian Public Sector Employees (Section 61) issued under the *Public Administration Act 2004* (Vic). This includes an obligation to avoid conflicts of interest wherever possible and declare and manage any conflicts of interest that cannot be avoided.
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21. Complaints

- If an applicant wants to lodge a complaint about the process for a grant application, requests can be made to the Department by sending a written request (with an application GA reference number) to SRVgrants@sport.vic.gov.au
- Requests can be made in relation to any of the following:
 - Dissatisfaction with the process and/or timeliness of the process;
 - Communication provided by the Department; or
 - Adherence to the published program guidelines.
- The Department aims to respond to all complaints within 28 business days. Re-assessment of an application or overturning of a funding decision for a merit-based grant, will not be considered through the complaints process.
- Once your complaint has been received by the department, it will be acknowledged within 2 business days.