



Together More Active 2023-27

Program Guidelines

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Accessibility

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Available from the [Sport and Recreation Victoria website](#).

This document is accurate at the time of publishing but may be subject to changes at the Department's discretion. The Department reserves the right to amend these guidelines and the terms and conditions of funding at any time as it deems appropriate.

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.

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Message from the Minister for Community Sport



As the Minister for Community Sport, I'm delighted to announce the *Together More Active 2023-27* Program.

Sport and active recreation supports the health and wellbeing of all Victorians, builds the social fabric of our community and delivers thousands of local jobs.

As we continue to recover from the impact of the coronavirus (COVID-19) pandemic and natural disasters, the role of community sport and active recreation in getting Victorians physically active and bringing communities together has never been more important.

That's why the Victorian Government is proud to partner with the sector to create safe, welcoming and inclusive opportunities for people of all ages, backgrounds and abilities to participate in sport and active recreation.

We are also keen to support our workforce, both paid and volunteers, to develop their skills and to get involved with community sport clubs and associations as they rebuild following seasons disrupted by the pandemic and floods.

The *Together More Active 2023-27* Program will support initiatives that improve the operation and sustainability of organisations to create more safe, inclusive and welcoming participation opportunities for Victorians and increase the capability of the sport and active recreation sector to be more resilient.

I look forward to seeing even more Victorians reaping the benefits from the projects backed by *Together More Active 2023-27*.

The Hon Ros Spence MP
Minister for Community Sport

1. About the program

The benefits of sport and active recreation should be available for all Victorians to experience. However, some people do not experience equal access and opportunity to participate and/or face greater barriers to participation in sport and active recreation. This includes Aboriginal and Torres Strait Islander people, women and girls, people with disability, people from different cultural backgrounds, low-income earners, people from LGBTIQ+ communities, those living in regional and rural areas, older adults and young people not engaged in education or employment.

Compared to the wider Victorian population, some communities experience systemic, environmental and personal barriers which impact participation rates. Of the population groups who face more barriers, 50.8% to 59.2% participate at least 3 times per week, compared to the Victorian average of 65.1%¹. Participation rates are often even less for people who experience overlapping forms of discrimination or disadvantage because of their personal attributes. This concept of compounding intersectional disadvantage or discrimination is called 'intersectionality'.

As we re-emerge from the COVID-19 pandemic, attracting and retaining volunteers also remains an ongoing challenge for the sport and active recreation sector. Approximately 72% of roles in sport are held by volunteers². As of June 2021, research by the Australian Sports Commission suggested around 61% of volunteers had resumed their usual volunteering roles, but more action was needed to bring others back³. Traditional methods used to attract and retain volunteers may no longer be effective and different approaches may be required to engage a diverse volunteer base.

Supporting the workforce in skill development and education to create a culture of ongoing learning, and ensuring these opportunities are inclusive of people who may experience greater barriers to working and volunteering in sport and active recreation, is also needed.

Governance and integrity standards are vital to creating positive experiences that help grow sustainable participation and retain existing participants. Strong governance practices establish the values and culture of an organisation and help set clear roles, responsibilities, communication strategies and transparent processes.

Diversity on boards and in leadership roles allows different experiences and views to be represented, leading to more inclusive decision-making. Efforts are needed to ensure leadership in sport and active recreation reflects the diversity of Victorian communities. Strong governance practices extend to supporting integrity standards that provide protection for people and create culturally safe and welcoming environments.

There is also a significant opportunity to improve decision-making in the sector through better use of data, evidence and leveraging innovation.

The Victorian Government recognises the challenges facing the sport and active recreation sector and in response, has developed this Program to support the sector to

¹ AusPlay (2021-22) [Data tables – July 2021 to June 2022](#).

² Australian Sports Commission and Volunteering Australia (2021) [Partnership to bring the sector together](#).

³ Australian Sports Commission, AusPlay (2021) [A focus on volunteering](#).

deliver safe, welcoming and inclusive participation opportunities and enhance the sector's sustainability and resilience.

Together More Active 2023-27 supports the Victorian Government's commitment to improving all aspects of sport and active recreation, making a significant contribution to:

- healthier Victorians
- economic growth and jobs
- community cohesion
- liveability.

Together More Active 2023-27 aligns with Victorian Government priorities and supports the key aims of increasing participation in sport and active recreation across the state, building a skilled workforce and a safe, inclusive, and resilient sector. The Program supports these outcomes by focusing on 2 overarching themes:

- enhancing the capability of the sport and active recreation sector to be safe, inclusive and resilient
- increasing the equity, diversity and inclusiveness of the sport and active recreation industry, in both playing and non-playing roles.

Together More Active 2023-27 is informed by the six priority outcomes set out in [Active Victoria 2022-2026](#):

1. increasing equitable participation in sport and active recreation
2. delivering quality places and spaces that are accessible, respectful and inclusive
3. building the capability of the sport and active recreation workforce to lead a strong, sustainable industry
4. implementing good governance practices to ensure a safe, inclusive and resilient sector
5. supporting a pipeline of sporting events within the Victorian events calendar; and
6. encouraging Victorians to achieve success at the highest level through high performance.

Together More Active 2023-27 is also informed by the Self Determination Reform Framework that expands on the 11 guiding principles of self-determination that are identified in the refreshed [Victorian Aboriginal Affairs Framework 2018 - 2023](#).

Together More Active 2023-27 is open to select organisations recognised by Sport and Recreation Victoria (SRV) who satisfy the eligibility requirements set out in these guidelines.

2. Funding streams

Together More Active 2023-27 has 4 separate funding streams:

- Stream 1 – Foundation Funding
- Stream 2 – Sector Capability Building Funding
- Stream 3 – Inclusive Participation Project Funding
- Stream 4 – Workforce Development Project Funding

3. What streams can I apply for?

This section of the Guidelines outlines the funding streams (or combination of funding streams) open to each of the select organisations recognised by SRV. Further information is available at Appendix 2. Organisations must also meet all other relevant requirements as set out in these Guidelines.

The select organisations are each listed at <https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations>.

Funding Stream	Stream 1 – Foundation Funding; OR Stream 3 Inclusive Participation Project Funding and Stream 4 – Workforce Development Project Funding
Organisations	<ul style="list-style-type: none"> • Each of the <i>State Sporting Associations</i> as listed at: https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations and classified as a Category 1, 2 and 3 by the Department • Bushwalking Victoria Inc • Riding for the Disabled Association Victoria Inc • Field and Game Australia Inc • Note: Streams 3 and 4 are only available to these organisations IF they don't apply for Foundation Funding

Funding Stream	Stream 2 – Sector Capability Building Funding
Organisations	<ul style="list-style-type: none"> • Sports Federation of Victoria Inc, trading as Vicsport • Outdoors Victoria Limited • Aquatics and Recreation Victoria Inc • Each of the nine <i>Regional Sports Assemblies</i> as listed at: https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations • Regional Sport Victoria Inc • Disability Sport and Recreation

Funding Stream	Stream 3 Inclusive Participation Project Funding and Stream 4 – Workforce Development Project Funding
Organisations	<ul style="list-style-type: none"> • Each of the <i>State Sporting Associations</i> as listed at: https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations and classified as a Category 1, 2 and 3 by the Department, Bushwalking Victoria Inc, Riding for the Disabled Association Victoria Inc, Field and Game Australia Inc but excluding the following: <ul style="list-style-type: none"> - Those that apply for Stream 1 – Foundation Funding • Each of the <i>State Sport and Active Recreation Bodies</i> as listed at: https://sport.vic.gov.au/our-work/industry-

	<p>development/find-sport-and-recreation-organisations but excluding the following:</p> <ul style="list-style-type: none"> - Disability Sport and Recreation • Each of the <i>State Sporting Associations</i> as listed at: https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations and classified as a Category 4 by the Department • Each of the <i>Victorian Regional Academies of Sport</i> as listed at: https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations
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Organisations that are eligible and apply for either Stream 1 or Stream 2 funding may also separately assist, in the capacity of project partner, another applicant organisation seeking Stream 3 – Inclusive Participation Project Funding or Stream 4 - Workforce Development Project Funding.

Organisations should contact their SRV Relationship Manager or Sector Service team if unsure of their organisation’s category or eligibility.

4. Program eligibility criteria

In addition to meeting the stream-specific eligibility rules outlined at Section 3 of these guidelines, applicant organisations must meet the following criteria at the time of application to the Program:

- Be a non-government, not-for-profit incorporated body with valid registration as either:
 - an incorporated association; or
 - a public company limited by guarantee.
- If an applicant intends to deliver services to children, it must be appropriately insured against child abuse. Further information about this requirement can be found at: <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new>.
- Must not have been notified by the National Redress Scheme Operator (as defined under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth) (the National Redress Scheme Act)) that it was named in an application in the National Redress Scheme for Institutional Child Sexual Abuse established under the National Redress Scheme Act (National Redress Scheme) prior to 1 July 2020, and then have failed to join the National Redress Scheme by 31 December 2020.
- Must not have been named in an application in the National Redress Scheme for the first time and received a Notice of Redress Liability after 1 July 2020 in relation to that application, and then failed to join the Scheme within six months from the date of the Notice of Redress Liability.
- Implement and maintain policies relating to member protection and Child Safe Standards (<https://ccyp.vic.gov.au/child-safe-standards/>) in accordance with the *Child Wellbeing and Safety Act 2005*.
- Adhere to and enforce the *Fair Play Code* (or) relevant national sporting organisation or state sporting association code of conduct/member protection

policy, which incorporates the *Fair Play Code*. Further information about the Code can be found at: <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>.

- Have a Sport Integrity Australia approved anti-doping policy in place and comply with the National Anti-doping Scheme where required.
- Have met reporting requirements on any grants previously received from Sport and Recreation Victoria to the satisfaction of the Department.
- Have achieved a minimum of 40% women on their board committee (depending on the applicant entity type) or have an Office for Women in Sport and Recreation approved work plan to meet this requirement.
- Demonstrate, to the Department's satisfaction, a commitment to prioritising participation of targeted groups through appropriate Action Plans and policies.
- Have completed Sport and Recreation Victoria's Sector Survey 2021-22.
- Regional Sports Assemblies must also be an active and engaged member of RSV⁴.

5. Stream 1 – Foundation Funding

Overview

See Section 3 of these guidelines for a list of organisations eligible to apply under this stream.

Foundation Funding is available to support the operations of the organisation and assist with planning, policy, and business development.

Foundation Funding of up to \$20,000 per annum is available for 4 years to organisations that have primary responsibility for the delivery of participation activities and initiatives within their specialist sport and active recreation areas. It will support projects that deliver outcomes consistent with the organisation's strategic plan, and that:

- meet legislative requirements, such as the Child Safe Standards and consumer protection laws
- meet government expectations, such as gender equity and maintaining board quotas
- develop policies and practices that support the adherence to the Victorian Government's Fair Play Code, including implementation of the National Integrity Framework policies where relevant
- advance the priorities of [Active Victoria 2022-26](#), including the development of policies that increase equitable participation in sport and active recreation, build the capability of the workforce or implement good governance practices to ensure a welcoming, safe and sustainable sector
- support a structured, strategic and evidence-based approach to program planning and development.

⁴ An active and engaged member of Regional Sport Victoria Inc requires that an organisation has executive representation at all Regional Sport Victoria Inc meetings and, where relevant, contributes financially to Regional Sport Victoria Inc.

Projects that might be funded under this stream may include, but are not limited to:

- development of Inclusion Action Plans, Gender Equity Action Plans, Reconciliation Action Plans and Anti-discrimination/Racism strategies
- initiatives that support clubs, leagues and associations to implement equity initiatives or the Child Safe Standards
- board skill audits, development of director position descriptions and recruitment packs, and succession planning
- upskilling of board members, staff and volunteers in financial and risk management
- upskilling of board members, staff and volunteers in cultural awareness, cultural change and inclusive participation practices
- development of strategies that connect the objectives, purpose and vision of the organisation with its operations and activities and are developed in consultation with stakeholders and members, including workforce, volunteer and participation strategies
- implementation of the National Integrity Framework policies at grass roots level
- enhancements to data collection, including participant and workforce demographics
- implementation of the Fair Access Policy Roadmap.

Assessment Criteria

- Organisations eligible for this funding stream may submit only one application.
- Eligible organisations may only apply for Foundation Funding OR Inclusive Participation Project Funding and Workforce Development Project Funding streams.

Assessment Criteria	Description	Weighting
Quality of application	Quality of detail in application addressing: <ul style="list-style-type: none"> • what is being delivered • the need being addressed • the objectives and expected outcomes • key milestones and time frames • detail of any anticipated risks • budget breakdown, including any co-contribution 	30%
Alignment with Strategic Plan and Active Victoria 2022-26	The proposed initiative demonstrates alignment with key priority areas identified in Active Victoria 2022-26 and is clearly identified in the organisation's strategic plan.	25%
Equity and Inclusion	Extent to which the application demonstrates a commitment to equity and inclusion priorities, which are embedded through the initiatives. Examples may include (but are not limited to):	25%

	<ul style="list-style-type: none"> • the adoption of universal design principles or targeted approaches for targeted groups • Co-design initiative/s with targeted groups • Strategy and policy development • Reconciliation Action Plan • Gender Equity Plan • Inclusion Action Plan 	
Past Performance	The organisation can demonstrate an ability to deliver the work proposed, with consideration of past performance, including meeting reporting deadlines and complying with conditions of funding.	20%

6. Stream 2 - Sector Capability Building Funding

Overview

See Section 3 of these guidelines for a list of organisations eligible to apply under this stream.

Sector Capability Building Funding will prioritise initiatives that support the capability of the sport and active recreation sector to create safe, welcoming and inclusive environments and increase inclusive participation opportunities.

Sector Capability Building Funding is available for 2 years and will be allocated based on each application's reach, sustainability and alignment with [Active Victoria 2022-26](#). It will support projects that:

- increase equity, inclusiveness and diversity
- strengthen integrity, safety, governance and leadership
- develop the workforce, including volunteers
- boost club development and capability
- meet growing and unmet demand in outdoor recreation or active recreation.

Initiatives funded under Sector Capability Building Funding will:

- be aligned with Universal Design principles
- demonstrate a community engagement approach to program design and delivery, which may include a co-design approach that embeds involvement of people with diverse lived experience
- deliver sustainable participation opportunities
- include an evaluation framework for program initiatives
- be promoted on Access for All Abilities (AAA Play), where relevant.

Organisations are encouraged to apply for funding for initiatives that demonstrate support for targeted groups in both playing and non-playing roles.

Projects that might be funded under this stream may include, but are not limited to:

- development and implementation of resources to support the sector to implement inclusive practices, including the development of Inclusion Action Plans, Gender Equity Action Plans, Reconciliation Action Plans and Anti-discrimination/Racism strategies
- targeted and bespoke projects to increase the participation of targeted groups in all areas of sport and active recreation and develop welcoming and inclusive practices in club or mainstream settings
- infrastructure activation plans that include programs and initiatives to support participation of targeted groups
- initiatives that support the sector to adhere with the Victorian Government’s Fair Play Code or National Integrity Framework policies
- initiatives that support clubs, leagues and associations to implement the Child Safe Standards, or equitable participation at the grassroots level
- projects that strengthen governance practices within the sector, including club health checks, inclusion and accessibility checklists and strategic and financial planning
- providing opportunities for state-wide training and collaboration across the sport and active recreation sector, or training to other sectors
- strategies to support volunteer recruitment and retention, including diverse representation
- implementation of the Fair Access Policy Roadmap.

Assessment Criteria

- Organisations eligible for this funding stream may submit only one application that outlines key projects and areas of focus for the next 2 years and the funding required for each component.

Assessment Criteria	Description	Weighting
Quality of application	Quality of detail in application addressing: <ul style="list-style-type: none"> • what is being delivered • the need being addressed • the objectives and expected outcomes • key milestones and time frames • detail of any anticipated risks • budget breakdown, including any co-contribution 	RSAs: 15% Others: 15%
Alignment with Strategic Plan and Active Victoria 2022-26	The proposed initiative demonstrates alignment with key priority areas identified in Active Victoria 2022-26 and is clearly identified in the organisation’s strategic plan.	RSAs: 10% Others: 15%

Reach, value and scalability	<p>Applications will be assessed on the level of funding requested against the project scope and outcomes.</p> <p>Where relevant, applications should include the total number of unique individual participants that will engage in the program and the location(s) that will benefit most from the proposed initiative, or strategies.</p> <p>Options to scale the project, both up and down, should be included in the application where appropriate.</p>	<p>RSAs: 15%</p> <p>Others: 20%</p>
Sustainability	<p>How will the project result in an ongoing program or activity, independent of further government funding?</p>	<p>RSAs: 10%</p> <p>Others: 15%</p>
Equity and Inclusion	<p>Extent to which the application demonstrates a commitment to equity and inclusion priorities, which are embedded through the initiatives.</p> <p>Examples may include (but are not limited to):</p> <ul style="list-style-type: none"> • the adoption of universal design principles or targeted approaches for targeted groups • Co-design initiative/s with targeted groups • Strategy and policy development • Reconciliation Action Plan • Gender Equity Plan • Inclusion Action Plan 	<p>RSAs: 40%</p> <p>Others: 25%</p>
Past Performance	<p>The organisation can demonstrate an ability to deliver the work proposed, with consideration of past performance, including meeting reporting deadlines and complying with conditions of funding.</p>	<p>RSAs: 10%</p> <p>Others: 10%</p>

7. Stream 3 – Inclusive Participation Project Funding

Overview

See Section 3 of these guidelines for a list of organisations eligible to apply under this stream.

This funding stream has additional collaboration and partnership requirements (as set out below) under which applicants must engage a minimum of 2 other organisations as project partners.

Inclusive Participation Project Funding supports the development and delivery of programs that encourage inclusive participation for targeted groups.

Inclusive Participation Project Funding of up to \$50,000 per annum per project is available for 2 or 4 years. SRV will only provide funding to projects that can clearly demonstrate in their application that the project aims to increase equitable and inclusive practices for targeted groups, and:

- utilises a co-design approach that embeds involvement of people with diverse lived experience throughout the lifecycle of the project
- tests innovative and new concepts or scale up existing projects with demonstrated success
- demonstrates sustainable changes to improve participation for targeted groups
- builds social cohesion and community connectedness through cultural awareness and initiatives which celebrate diversity and inclusion
- addresses discrimination for example, racism, homophobia, transphobia, rigid gender stereotypes, and ageism
- apply an intersectional lens.

Funding will be provided to projects whose themes and scope prioritise one or more of the population groups below:

- Aboriginal Victorians
- People with Disability
- Gender Diverse People
- Lesbian, Gay, Bisexual, Transgender, Intersex and Queer/Questioning (LGBTIQ+) People
- Culturally & Linguistically Diverse People (CALD)
- Multifaith Communities
- Low-income earners
- People living in rural and regional areas
- Women and Girls
- Young people not engaged in education or employment
- Older Adults

Projects that might be funded under this stream may include, but are not limited to:

- Place-based approaches, in which the applicant works with local and specialist partners to connect and coordinate support for inclusive participation opportunities for targeted groups, for example Aboriginal partnerships and self-determination projects, sporting programs and carnivals with a focus on people with disability
- Delivery of policy or programs that support the participation of people that require modifications, for example development of inclusive uniform policy, or program requiring modified equipment

- Accessible social programs that make sport or active recreation activities fun and flexible for targeted groups (informal sport or non-structured activities)
- Leadership or mentoring programs that support inclusive participation of targeted groups, focusing on boards, committees, coaching, officiating and administration roles
- Increasing the skills, knowledge and expertise of coaches and support staff (which may include engaging with expertise outside of the sport sector) to create safe, welcoming and inclusive sport and active recreation environments for targeted groups
- Developing a community education and awareness campaign to promote successful case studies and promote participation opportunities for targeted groups
- Organisations working together to fund a single resource or position that can be shared to deliver a project that will benefit multiple organisations and affiliated networks.

Collaboration and partnerships

Applications under this funding stream include a requirement to partner with a minimum of 2 other organisations for their nominated projects. These other organisations can be other third parties who are ineligible for this Program.

This requirement encourages collaboration across the sector and enables funding across varied partnerships, activity types and geographic locations (local and state-wide initiatives). Evidence shows working with other expert organisations and people with diverse lived experience enhances the design and impact of initiatives.

Eligible applicants applying for this funding stream are strongly encouraged to source their partners from the following types of organisations: Aboriginal Community Controlled Organisations, local councils, community health organisations or health services, other specialist community organisations (for example, CALD or disability), higher education providers, schools, clubs, leagues, and competition associations.

Organisations ineligible to apply to this Program but interested in being involved in the Program should contact recognised organisations directly (via details listed at <https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations>) or the Department via email to: sportprograms@sport.vic.gov.au.

Assessment Criteria

- Organisations eligible for this funding stream may submit up to 2 applications under each of the Inclusive Participation Project Funding and Workforce Development Project Funding streams (total of a maximum of 4 applications).
- Organisations who are also eligible for Foundation Funding may only apply for Foundation Funding **OR** the Inclusive Participation Project Funding and Workforce Development Project Funding streams.
- Organisations that apply for up to 2 projects may also partner with other lead organisations in the delivery of projects under this Stream.

Assessment Criteria	Description	Weighting
<p>The quality of the application, extent to which it aligns with the organisation's strategic plan and Active Victoria 2022-26</p>	<p>Quality of detail in application addressing:</p> <ul style="list-style-type: none"> • what is being delivered • the need, supported by sound data and/or research • how the initiative supports inclusion on and off the field for targeted groups • the objectives and expected outcomes • detail of any anticipated risks • budget breakdown, including any co-contribution • resourcing to deliver the project • a detailed project plan for 2 or 4 years, including key milestones and time frames. <p>How does the proposed initiative demonstrate alignment with key priority areas identified in <i>Active Victoria 2022-26</i>?</p>	30%
<p>The extent to which the project could meet collaboration and co-design program outcomes</p>	<p>Clearly articulates:</p> <ul style="list-style-type: none"> • what will be delivered by collaborating organisations as part of the project design • co-design in planning, design, implementation and evaluation • an Aboriginal self-determined approach for projects delivered for Aboriginal Victorians • engagement with partners that bring expertise from outside of the sport and active recreation sector • appropriate organisational commitment from partner/s, collaborators or demonstrated support from other organisations, for example Local councils, community health organisations, universities etc. • How the project assists DJSIR to test varied collaborative relationships and activities. 	25%
<p>Intersectionality</p>	<p>The extent to which the application demonstrates a commitment to intersectional approaches, which are embedded through the initiatives.</p>	10%

Innovation	Does the project test innovative and new concepts or scale up existing projects with demonstrated success. For example: <ul style="list-style-type: none"> • place-based approaches • unstructured and social sport • innovative pathways into club networks. 	10%
Sustainability	Does the project result in an ongoing program, improvement, or activity, independent of further government funding or an organisational policy, process, strategy and/or plan to embed equity and inclusion beyond the project.	15%
Past Performance	Can the organisation demonstrate an ability to deliver the work proposed, with consideration of past performance, including meeting reporting deadlines and complying with conditions of funding.	10%

8. Stream 4 – Workforce Development Project Funding

Overview

See Section 3 of these guidelines for a list of organisations eligible to apply under this stream.

Workforce Development Project Funding will support the development and delivery of programs and initiatives that build an inclusive and diverse workforce, and its capability by recruiting, engaging, supporting, and retaining both volunteers and paid staff.

Workforce Development Project Funding of up to \$40,000 per annum per project is available for 2 or 4 years, with co-applications that include shared services and/or knowledge sharing between 2 or more recognised organisations being prioritised.

Funding requested must be matched by the organisation(s).

Workforce Development Project Funding will support initiatives that:

- develop the capability of paid staff, coaches, officials and volunteers
- attract new, and recognise and reward existing volunteers
- increase diversity within the workforce, including participation in non-playing roles by targeted groups
- support the workforce to deliver inclusive participation opportunities to targeted groups and create welcoming and safe environments
- upskill the workforce to deliver social and more flexible participation opportunities that cater to people with a disability, or people with different sporting experience, interests and abilities (for example from CALD or LGBTIQ+ communities)

- encourage a structured, strategic, and evidence-based approach to workforce planning and development.

Projects that might be funded under this stream may include, but are not limited to:

- the delivery of training to support coaches to deliver participation opportunities for people with disability
- development of position descriptions, recruitment packs, retention strategies and succession planning procedures for volunteers and clubs
- subsidisation of official and coaching accreditation courses to increase the participation of targeted groups
- mentoring programs that support the retention of staff in the sector
- workforce data collection, including roles, levels of qualification, duration of service, demographics and population growth, to assist future planning
- partnerships with tertiary institutions encouraging student placements at community clubs
- providing opportunities for state-wide training and collaboration across the sport and active recreation sector, or training to other sectors
- embedding equity and inclusion outcomes in workforce training, employment, and recruitment strategies.

Assessment Criteria

- Eligible organisations may submit up to 2 applications under each of the Inclusive Participation Project Funding and Workforce Development Project Funding streams (total of a maximum of 4 applications).
- Organisations who are also eligible for Foundation Funding may only apply for Foundation Funding **OR** the Inclusive Participation Project Funding and Workforce Development Project Funding streams.

Assessment Criteria	Description	Weighting
Quality of application	Quality of detail in application addressing: <ul style="list-style-type: none"> • what is being delivered • the need being addressed • the objectives and expected outcomes • key milestones and timeframes • detail of any anticipated risks • budget breakdown, including confirmation of organisation'(s) co-contribution 	20%
Alignment with Strategic Plan and Active Victoria 2022-26	The proposed initiative demonstrates alignment with key priority areas identified in <i>Active Victoria 2022-26</i> and is clearly identified in the organisation's strategic plan.	15%

Reach, value and scalability	Applications will be assessed on the level of funding requested against the project scope and outcomes. Where relevant, applications should include the total number participants that will engage in the program and the location(s) that will benefit most from the proposed initiative, or strategies. Options to scale the project for delivery over 2 years or 4 years should be included where appropriate.	20%
Partnerships	Does the application identify opportunities for shared services and/or knowledge sharing across the sector? Does the application include a partnership between 2 or more recognised organisations?	10%
Equity and Inclusion	Extent to which the application demonstrates a commitment to equity and inclusion priorities, which are embedded through the initiatives. Examples may include (but are not limited to): <ul style="list-style-type: none"> • the adoption of universal design principles or targeted approaches for targeted groups • Co-design initiative/s with targeted groups • Strategy and policy development • Reconciliation Action Plan • Gender Equity Plan • Inclusion Action Plan 	25%
Past Performance	The organisation can demonstrate an ability to deliver the work proposed, with consideration of past performance, including meeting reporting deadlines and complying with conditions of funding.	10%

9. What will not be funded

Together More Active Program funding will not fund:

- the general running costs of an organisation (for example day to day expenses such as rent, gas, electricity, and insurance costs)
- sport and active recreation organisations not recognised by SRV
- uniforms, hospitality, monetary prizes, trophies, capital works, equipment (unless modified), the staging of national championships, sports science testing or travel to state, national or international competitions

10. How to submit an application

Step 1: Check your eligibility

Check the detailed information contained in these guidelines to see if your organisation and proposed project is eligible. Other important information can be found on the [Sport and Recreation website](http://sport.vic.gov.au/grants-and-funding/our-grants/together-more-active) <<http://sport.vic.gov.au/grants-and-funding/our-grants/together-more-active>>

Step 2: Contact your relationship manager

Make time to discuss your application with your SRV Relationship Manager or Sector Service team.

Step 3: Apply online

Recognised organisations will receive an email detailing the application process. This will include application templates and a link to apply through the Grants Online portal. Organisations are required to confirm their receipt of this email by replying to <mailto:sportprograms@sport.vic.gov.au> <sportprograms@sport.vic.gov.au>.

Please ensure you have the information required on hand, including all relevant documentation, and click on 'Start new application' to submit your application through Grants Online. You will receive an Application Number when you apply online. Please quote your Application Number in all correspondence relating to your application.

Advantages of applying online

Submitting your application online through Grants Online ensures it is received by SRV immediately and can be processed in the most efficient way.

If you require assistance with applying online, please contact your relevant SRV representative.

Attaching required information

- Documents can be attached to your online application in acceptable file types (for example Word, Excel, PDF, or JPEG). Maximum file size must not exceed 10MB.
- When submitting your application online check carefully to ensure all your attachments have been uploaded.

General submission of application rules

- On submission of an application, the applicant accepts, and agrees to be bound by, the terms and conditions of this Program as set out in these guidelines, the Program application form and grant application attestation and declaration.
- All applications must be submitted by an authorised representative from the applicant organisation.
- Applications submitted by third-party grant writers will not be accepted.

Timelines and conditions

- Applications will open on 19 April 2023 and close at 11.59pm on 31 May 2023.
- Recognised organisations will be provided with program guidelines and an information pack at the opening of the application period.

11. Assessment process

Assessment of applications

The application process is expected to be highly competitive. It is recommended that organisations discuss applications with their SRV Relationship Manager or Sector Service team as early as possible in the application period.

All applications will be assessed by a panel based on the information provided and delivery of previously funded projects.

Competitive Applications will:

- demonstrate alignment with the organisation’s strategic plan and the strategic priorities of [Active Victoria 2022-26](#)
- deliver effective, measurable and sustainable outcomes
- clearly articulate what the project will include and deliver
- demonstrate a compelling rationale, sound evidence base or a commitment to build an evidence base, achievable timelines and value for money
- increase equity, inclusiveness and diversity
- demonstrate a community engagement approach to program design and delivery, which may include a co-design approach that embeds involvement of people with diverse lived experience
- include key performance indicators and/or an evaluation framework for program initiatives.

Assessment Process

Assessment of applications will follow a 4-step process as outlined below:

1. A check of the organisation’s details and eligibility against the criteria outlined in these guidelines.
2. An assessment of the application for funding by a DJSIR assessment panel comprised of SRV staff. Applications will be assessed against each of the assessment criteria listed for each relevant stream below.
3. The DJSIR panel will recommend applications and the total grant amount based on the assessment and other information provided in the application.
4. DJSIR recommendations will be submitted to the Minister for Community Sport for consideration and approval.

PROGRAM FUNDING TIMELINES	
Milestone	Date
Information pack and guidelines provided	19 April 2023
Applications open	19 April 2023
Applications close	31 May 2023
All applicants notified of outcome	August 2023
Commencement of delivery	Upon funding approval

12. Conditions of funding

Letters of offer and grant agreements

- Applicants recommended for funding will be issued a letter of offer and invited to enter into a legally binding grant agreement with the Department. The grant agreement details all funding obligations and conditions. An offer of funding is not binding on the Department unless and until both the Department and the successful applicant execute the grant agreement.
- Projects must not commence until a grant agreement has been duly executed by both the Department and the successful applicant.
- Once a grant agreement has been executed, the successful applicant will be required to commence the project within the agreed timeframe set out in the grant agreement. If a successful applicant does not commence the project by the commencement date, the Department has at its absolute discretion the option of terminating the agreement.

Grant agreements will include reference to the following requirements:

- If funded to deliver services to children, the grant recipient must be an incorporated legal entity that can be sued in child abuse proceedings and be appropriately insured against child abuse.
- Grant funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to the Department for approval prior to implementation.
- In relation to project partners, grant recipients must:
 - undertake appropriate due diligence in identifying project partners and monitor delivery of any element of the project that is performed by a project partner; and
 - ensure all project partners adhere to the standards established by the terms and conditions set out in their grant agreement.
- Grant recipients must have, or commit to develop in consultation with SRV, an Inclusion Action Plan, Gender Equity Action Plan and Reconciliation Action Plan.
- Grant recipients must participate in data collection to ensure project outcomes, including levels of diversity, are measured at baseline and over course of project implementation.
- Grant recipients must collaborate and share knowledge regarding shared outcomes and evaluation frameworks.
- Grant recipients must attend capacity building or Community of Practice (CoP) training delivered by the Department where relevant.

13. General conditions

Post-project evaluation

Applicants agree to comply with the Department's performance monitoring and evaluation regime should their application be successful. Successful applicants may receive an

evaluation survey from the Department and may be required to participate in program evaluation activities.

The evaluation surveys may be required for up to 24 months following the completion of the program. This is a non-negotiable requirement for applicants to the program. Non-compliance could impact future applications to the Department programs.

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

Acknowledging the Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Together More Active 2023-27* Program.

All applicants agree to the requirements of the Department's promotional guidelines and, if successful, the requirement that all grant project 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)

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

Tax advice

Taxation implications for grant applicants may differ depending on individual circumstances. The Department recommends applicants seek independent tax advice.

Grants and GST

If GST is found to be payable in relation to a grant payment made in connection with this Program, the subject payment will be increased by an amount equal to any GST payable with respect to the taxable supply for which payment is made provided that with the claim for payment, the supplier submits a tax invoice, unless the parties have agreed in writing to have issued a recipient created tax invoice.

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 at the request of the Victorian Government for a period of 4 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.

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 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>.

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).

Appendix 1: Glossary

This guidance note provides additional background to inform the preparation of applications.

Co-design

Co-design is a design-led process that uses participatory methods from the beginning to the end. There is no one-size-fits-all approach nor a set of checklists to follow. Instead, there are a series of principles that can be applied in different ways with different people. The 'co' in co-design stands for community or conversation. It's about bringing together people and professionals to jointly make decisions, informed by each other's expertise.

Innovative participation

The COVID-19 pandemic impacted Victorians' participation in organised sport and active recreation. Evidence indicates some communities, eg people with disability are more hesitant than others to return to organised activity due to safety issues, time pressures and financial factors.

This Program represents a unique opportunity to reinvent how participation programs are delivered to build a sector resilience.

A new approach to participation has the potential to attract a larger and more diverse membership base, provide opportunities for people at all life stages and increase the number of participants, volunteers and administrators.

Intersectionality

Intersectionality is an approach to understanding how ability, gender, sexual orientation, ethnicity, religion, language, class, socio-economic status, and age can overlap and interconnect to create interdependent systems of discrimination or disadvantage.

The *Together More Active* Program aims to support marginalised populations by applying an intersectional approach, creating a more equitable, diverse and inclusive sport and recreation sector for everyone.

Inclusion, gender or reconciliation action plans,

Applicants applying for *Together More Active* Program funding will either have or commit to developing action plans or equivalent written strategic policy outlining commitment to inclusion of Aboriginal Victorians, women and girls, and gender diverse, people with a disability and other targeted groups with additional barriers to participation.

Foundation Funding can be used to develop these action plans.

Universal design

Universal design is a design philosophy that ensures that projects, products, buildings, environments and experiences are innately accessible to as many people as possible, regardless of their age, ability, cultural background, gender, or any other differentiating factors that contribute to the diversity of our communities.

More information is available at <<https://sport.vic.gov.au/resources/documents/universal-design-fact-sheet>>.

Workforce

The delivery of sport and active recreation is reliant on the skills of more than 70,000 people in paid employment and more than 580,000 volunteers across more than 12,000 sporting clubs.

The resilience and capacity of the sector is dependent on the support and development provided to its workforce. Responding to the pandemic and the need to support the sector to adjust to the COVID Normal environment requires new approaches and resources.

This Program represents a unique opportunity to reinvent how workforce programs are delivered to build a sector resilience.

Appendix 2: What can I apply for?

Peak Bodies

Vicsport, Outdoors Victoria, Aquatics and Recreation Victoria and Regional Sport Victoria can apply under the Sector Capability Building funding stream only.

Organisations that apply under the Sector Capability Building funding stream may partner with organisations applying under the Inclusive Participation and Workforce Development project funding streams, but cannot directly apply themselves.

Regional Sports Assemblies

Regional Sports Assemblies can apply under the Sector Capability Building funding stream only.

Organisations that apply under the Sector Capability Building funding stream may partner with organisations applying under the Inclusive Participation and Workforce Development project funding streams, but cannot directly apply themselves.

State Sporting Associations

Category 4 State Sporting Associations can apply for funding under the Inclusive Participation and Workforce Development project funding streams only. Organisations can apply for up to two projects under each stream (four projects in total).

Category 1, 2 and 3 State Sporting Associations can apply for funding under the Foundation funding stream **OR** the Inclusive Participation and Workforce Development project funding streams, **not both**.

Organisations that apply for the Inclusive Participation and Workforce Development project funding streams may submit applications for up to two projects under each stream (four projects in total).

Organisations that apply under the Foundation funding stream may partner with organisations applying under the Inclusive Participation and Workforce Development project funding streams, but cannot directly apply themselves.

If you are unsure of your organisation's category, please contact your Sport and Recreation Victoria Relationship Manager.

State Sport and Active Recreation Bodies

State Sport and Active Recreation Bodies, with the exception of those listed below, can apply for funding under the Inclusive Participation and Workforce Development project funding streams. Organisations can apply for up to two projects under each stream (four projects in total).

Disability Sport and Recreation can apply for Sector Capability Building funding stream only but may partner with organisations applying under the Inclusive Participation and Workforce Development project funding streams.

Bushwalking Victoria, Field and Game Australia and Riding for the Disabled Association of Victoria can apply for funding under the Foundation funding stream **OR** the Inclusive Participation and Workforce Development project funding streams, **not both**.

Organisations that apply for the Inclusive Participation and Workforce Development project funding streams may submit applications for up to two projects under each stream (four projects in total).

Organisations that apply under the Foundation funding stream may partner with organisations applying under the Inclusive Participation and Workforce Development project funding streams but cannot directly apply themselves.

Regional Academies of Sport

Regional Academies of Sport can apply for funding under the Inclusive Participation and Workforce Development project funding streams. Organisations can apply for up to two projects under each stream (four projects in total).