

OFFICIAL

2022-23

Sporting Club Grants Program

Program Guidelines – Round 2

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

Sporting Club Grants Program

Message from the Minister for Community Sport



As the Minister for Community Sport, I'm delighted to announce that a new round of the *Sporting Club Grants Program* is now open.

Since 2015, the Program has provided more than 10,200 grants, totaling more than \$15.5 million to clubs across Victoria.

In favourable and tough times across the state, the Program has supported community sport and active recreation clubs to strive towards positive participation for all. Round 2 of the Program offers funding to strengthen communities and encourage fair play.

There are grants of up to \$1,000 for uniforms and participation equipment, up to \$2,000 for training of coaches, officials and volunteers and up to \$5,000 to create new participation initiatives and improve club operational effectiveness.

The *Sporting Club Grants Program* is part of the Victorian Government's commitment to make community sport and active recreation more inclusive and accessible, stimulate local economies, build sustainable sport and active recreation volunteer opportunities and increase local participation.

By providing more opportunities for clubs and organisations to build their resources, skills and offer new initiatives, this program goes a long way towards future proofing grassroots sport and active recreation.

The Hon Ros Spence MP
Minister for Community Sport

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1. About the Program

The *Sporting Club Grants Program* assists Victorian sport and active recreation organisations to

- purchase uniforms and equipment
- increase the skills of coaches, officials, volunteers and administrators
- create new participation initiatives; and
- improve accessibility and strengthen capacity

Application Dates – 2022/23 Round 2

Open Wednesday 15 February 2023

Close 5pm, Wednesday 15 March 2023

Notification of outcomes May 2023

Funding is available for projects commencing, or items purchased from **16 March 2023**.

The program is being delivered by the Victorian Government through the Department of Jobs, Skills, Industry and Regions (DJSIR).

2. Eligibility

2.1 Who can apply?

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

1. The applicant must be non-government and not-for-profit.
2. At the time of submission of the application and the duration of the project, the applicant must be operating in Victoria and registered as:
 - a) An incorporated association under the *Associations Incorporation Reform Act 2012* (Vic); or
 - b) A company limited by guarantee under the *Corporations Act 2001* (Cth); or
 - c) An Aboriginal and Torres Strait Islander corporation under the *Corporations (Aboriginal and Torres Strait Islander) Act 2006* (Cth)
- 2.1 If the applicant is not an incorporated association, a company limited by guarantee or an Aboriginal and Torres Strait Islander corporation, it must nominate an auspice organisation to receive and auspice any grant funds paid in the event of a successful application. In such instances, the nominated auspice organisation must:
 - a) Be non-government and not-for-profit;
 - b) Be operating in Victoria and registered as an incorporated association, public company limited by guarantee or an Aboriginal and Torres Strait Islander corporation;
 - c) Meet all criteria described in sections 7 and 8 below;
 - d) If the application is successful, enter into a Grant Agreement with the Department; and
 - e) Receive and auspice the grant funds and ensure the funds are used as specified in the application and in accordance with the terms and conditions of the Grant Agreement

Auspice arrangements cannot be used for projects or activities seeking funding to deliver services to persons under the age of 18.

3. The applicant must be delivering a sport or activity that is a person-centric physical activity. Active recreation organisations that encourage people to participate in nature-based, outdoor activities (including sporting activities at camps) are eligible for funding.
4. The applicant must adhere to and enforce the Fair Play Code, or the relevant State Sporting Association code of conduct and/or member protection policy, which incorporates the [Fair Play Code](#).
5. The applicant must implement and maintain policies relating to the [Child Safe Standards](#)
6. The applicant must comply with the expectations of the [Victorian Anti-doping Policy 2012](#).
7. The applicant (and the auspice organisation if applicable) must have satisfactorily met reporting requirements on any grants previously received from the Department.
8. If the applicant (or the auspice organisation if applicable) has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)* (National Redress Scheme), it must join or provide advice to the Department that it intends to join, the [National Redress Scheme](#).

Organisations based close to state borders should contact [Sport and Recreation Victoria](#) for guidance with applications.

3. Funding Categories

3.1 Category 1: Uniforms or Equipment

You can apply for

Up to \$1,000 to purchase uniforms or participation equipment

Round 2 for 2022-23 will **prioritise funding** under Category 1 for:

- Gender, age or size specific uniforms or modified equipment that creates equity and/or matches the capabilities of participants
- Adapted equipment that supports players or participants with a disability
- Uniforms for competitors and active participants
- Organisations that aim to minimise the costs to participate

The list below provides an indication of what will be considered for funding and some of the items that will not be funded. This is not an exhaustive list.

Applicants that are unsure if proposed items are eligible for funding, should [contact Sport and Recreation Victoria](#) prior to submitting their application.

Category 1 will fund	Category 1 will not fund
<p>Uniforms for players, coaches and competition officials (umpires)</p> <ul style="list-style-type: none"> ✓ Playing jerseys, referee tops, bibs, rashies, unisuits, martial arts gi, goggles <p>Participation equipment used during physical activity</p> <ul style="list-style-type: none"> ✓ Balls, racquets, portable nets or goals, handcycles, bowling aids, portable junior hoops, adapted equipment 	<p>Non-playing / participation equipment</p> <ul style="list-style-type: none"> ✗ Public address systems, trophies, wicket covers, IT and GPS products, locks, alarm systems, scoreboards, radio communication devices <p>Fixed playing surfaces and structures</p> <ul style="list-style-type: none"> ✗ Synthetic pitch material, in-ground goal posts, carpet

Category 1 will fund (continued)	Category 1 will not fund (continued)
<p>Safety or injury prevention equipment</p> <ul style="list-style-type: none"> ✓ Goal post padding, batting pads, gloves, goalie gear, helmets, gymnastic mats, headgear, chest protectors, shin and arm guards, grip tape, floatation jackets, safety pads <p>First aid equipment necessary for immediate attention to injury</p> <ul style="list-style-type: none"> ✓ First aid kits, defibrillators, stretchers, athletic tape 	<p>Mechanical equipment aimed at enhancing the skills of participants</p> <ul style="list-style-type: none"> ✗ Ball machines, bowling machines, weights, simulators, timing poles <p>Personal items or accessories.</p> <ul style="list-style-type: none"> ✗ Mouthguards, drink bottles, backpacks <p>Capital expenditure</p> <ul style="list-style-type: none"> ✗ Permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets, mobility ramps <p>Maintenance equipment</p> <ul style="list-style-type: none"> ✗ Lawn mowers, rollers, line markers, hoses, air compressors, tools <p>Repairs to equipment, structures and playing surfaces</p> <ul style="list-style-type: none"> ✗ Golf course and cricket pitch maintenance, repairs to spectator seating <p>Canteen, cooking and clubroom items</p> <ul style="list-style-type: none"> ✗ Lockers, shelving, furniture, microwaves, food and drinks, cooking utensils, whitegoods <p>Purchase or leasing of vehicles trailers and accessories</p> <ul style="list-style-type: none"> ✗ Boats, golf carts, jet-skis, go-karts <p>Firearms, scopes and ammunition</p> <ul style="list-style-type: none"> ✗ Rifles and pistols <p>Animal welfare equipment</p> <ul style="list-style-type: none"> ✗ Equine first aid kits

3.2 Category 2: Skill Development

You can apply for

Up to \$2,000 for training or courses that improve the skills of coaches, officials, volunteers and administrators

Round 2 for 2022-23 will **prioritise funding** under Category 2 for:

- Projects that improve the skills of volunteers, with the goal of volunteer retention
- Training or courses for guides, supporters or attendants that work alongside people with a disability to allow them to fully participate in sport or active recreation
- Training courses that provide a certified accreditation or qualification

The list below provides an indication of what will be considered for funding and some of the items that will not be funded. This is not an exhaustive list.

Applicants that are unsure if their project is eligible for funding, should [contact Sport and Recreation Victoria](#), prior to submitting their application.

Category 2 will fund	Category 2 will not fund
<p>Courses for coaches, referees, umpires and competition officials</p> <ul style="list-style-type: none"> ✓ first aid ✓ sports training level 1 or 2 ✓ mental health training ✓ skippers' courses ✓ foundation accreditation ✓ inclusion and diversity training ✓ conflict resolution ✓ attendant support courses <p>Training for volunteers, administrators and committee members</p> <ul style="list-style-type: none"> ✓ financial management ✓ governance training ✓ club administration ✓ risk management ✓ attendant support courses ✓ concussion in sport education ✓ injury prevention courses <p>Leadership and professional development activities (individual or group)</p> <ul style="list-style-type: none"> ✓ participation in formal networks ✓ structured mentoring with peers and across disciplines 	<ul style="list-style-type: none"> ✗ Training for players or participants ✗ Salary or wages of coaches or support staff to deliver training to players or participants ✗ Capacity building projects or workshops where the outcomes include, but are not limited to: a strategic, operation and/or revenue plan and club 'health checks.' ✗ Courses that do not provide a direct participation outcome: responsible service of alcohol training, electronic point of sale training ✗ Travel and accommodation costs, except for training that cannot be accessed locally. If training cannot be accessed locally, funding cannot be exclusively towards travel or accommodation ✗ Purchase of equipment, uniforms, items, services and/or utilities that will enable training: IT equipment, internet access, office supplies, catering, mobile phones

3.3 Category 3: Operational Capacity

You can apply for

Up to \$5,000 for projects that create new participation opportunities, improve accessibility or strengthen operational capacity

Round 2 for 2022-23 will **prioritise funding** under Category 3 for:

- New or enhanced systems that reduce the burden on workforce
- Projects that increase entry level opportunities to engage new participants
- Applications that demonstrate clear timelines and a readiness to proceed with activity

The list below provides an indication of what will be considered for funding and some of the items that will not be funded. This is not an exhaustive list.

Applicants that are unsure if their project is eligible for funding, should [contact Sport and Recreation Victoria](#), prior to submitting their application.

Category 3 will fund	Category 3 will not fund
<p>Projects that respond to challenges that impact local sport and active recreation communities</p> <ul style="list-style-type: none"> ✓ youth disengagement ✓ positive engagement for seniors ✓ sustainable, social, educational and economic involvement for under-represented groups ✓ volunteer retention <p>Resource development and implementation</p> <ul style="list-style-type: none"> ✓ Policy and procedure manuals, game day volunteer manuals, child safety, governance maturity and improvement ✓ Preparation of a business plan, strategic plan, succession plan <p>Tools for communication, engagement and access for members</p> <ul style="list-style-type: none"> ✓ Website build or renewal ✓ Membership portal upgrade ✓ Social media and content platforms ✓ Resources in multiple languages <p>Projects that enhance understanding and strengthen inclusion, by addressing issues including</p> <ul style="list-style-type: none"> ✓ Gender equity in sport ✓ Discrimination on and off the field ✓ Disability rights <p>Projects that offer new, alternative or modified sport or active recreation to increase equity, diversity and inclusiveness and/or increase membership levels</p> <ul style="list-style-type: none"> ✓ All abilities programs ✓ Modified sport programs <p>Projects that offer flexible, social, less structured or low-cost sport or active recreation opportunities</p> <ul style="list-style-type: none"> ✓ Come and try events ✓ Pilot programs <p>Projects that involve collaboration between community organisations, across localities and include different sport and active recreation activities</p>	<ul style="list-style-type: none"> ✗ An organisation's normal operational expenditure including but not limited to: rent, utilities, wages and salaries, accounting, membership and legal fees, property taxes, business travel, administrative expenses and any overhead costs. ✗ Capital expenditure to acquire, upgrade and/or maintain assets, including property, building, hardware and transport. ✗ Projects where significant costs are requested for uniforms, equipment or training. ✗ Projects for which the applicant has previously been funded through the <i>Sporting Club Grants Program</i> or any other government-funded program. ✗ Projects for recognised State Sporting Associations or State Sport and Active Recreation Bodies, which are already receiving funding through the <i>Together More Active Program</i> for eligible projects under that program.
	<p>Guidance for Category 3 applicants</p> <p>Before applying for a Category 3 grant, please consider the following:</p> <ul style="list-style-type: none"> • Purchases of capital assets, operational and administrative expenses, event costs, venue hire or equipment that directly relate to your project, will only be funded if reasonably attributable to deliverables • All costs must be accompanied by quotes as outlined in section 8 of these program guidelines • Budgets, spreadsheets and/or templates of estimated costs are not accepted • Applications that do not supply mandatory support documentation are ineligible for funding <p>Where the project engages external consultants or specialised services short-term to assist your organisation deliver this project, the applicant must clearly describe in the application how benefits can be sustained.</p>

4. Child Abuse Insurance

4.1 Required

Child abuse insurance **is required** for the following projects

Category 2	Category 3	Requirement
Required Where training is being delivered to persons under the age of 18 on a recurring basis	Required Where funds will be directly used to deliver activities or services to persons under the age of 18 on a recurring basis	<ul style="list-style-type: none"> • Must have child abuse insurance of \$5 million, exclusive of public liability insurance. • Written advice must be provided by the insurance provider and included in the application.

4.2 Not Required

Child abuse insurance **is not required** for **all Category 1 applications.**

For further clarification on insurance requirements for this program, please [contact Sport and Recreation Victoria](#) prior to submitting your application.

5. Prioritised Funding for 2022/23, Round 2

- Projects or items that will increase participation in communities or population groups with existing low levels of participation in sport and physical activity. Such population groups include people with a disability, women and girls, Aboriginal and Torres Strait Islander peoples, culturally and linguistically diverse communities, LGBTQI+ and older adults;
- Applicants located in areas identified with high levels of socio-economic disadvantage (supported by 2016 Australian Bureau of Statistics Census data) or that can demonstrate circumstances of disadvantage; and
- Applicants that have not previously received funding from the *Sporting Club Grants Program*.

6. What will not be funded – all Categories

- Applicants that received a grant from the 2021/22 *Sporting Club Grants Program* or Round 1 of the 2022/23 *Sporting Club Grants Program*. The lists of previous grant recipients are available from the [Sport and Recreation Victoria website](#).
- More than one application from the same applicant. Multiple applications across different categories are not accepted. If multiple applications are submitted by the same applicant, the first application submitted will be considered and all subsequent applications will be ineligible.
- Purchases made, or project activity commencing prior to 16 March 2023.
- Any application that is incomplete, submitted within the wrong category, or does not include adequate supporting documentation.
- Applications for projects to deliver services to children, if the applicant does not have the appropriate level of insurance that covers child abuse.
- Funding for existing activities, services or projects that have already commenced or completed.
- Animal obedience activities or organisations.
- Applications from primary or secondary schools and other educational or learning institutions.
- Applications submitted by third-party grant writers.
- Applications with replicated responses to the assessment criteria.

7. Assessment Criteria

The *Sporting Club Grants Program* includes a competitive application process.

Eligibility does not guarantee success and it is expected that more applications will be received than what can be funded.

Applications are assessed based on:

1. Applicants' eligibility
2. Responses to the assessment questions
3. Adequacy of supporting documentation; and
4. How applications compare to other submissions

Applicants will not be contacted during the assessment phase to clarify or request further information. Applications are assessed on the details submitted.

7.1 General Application Information

- Project name
- Amount requested
- Description and quantities of the items, training or services

7.2 Assessment Questions

Category 1 Uniforms or Equipment	Category 2 Skill Development	Category 3 Operational Capacity
<p>Q1. Why do you need the requested items for participation and who will benefit?</p> <p>Q2. How will funding help reduce the financial costs of participation at your organisation?</p> <p>Q3. How will this grant impact your community in 2023?</p>	<p>Q1. Who will this training support, what is a snapshot of their current role and how long have they been involved with your organisation?</p> <p>Q2. What are the reasons for your current skills gap and how is the proposed training responsive and relevant to your organisations' needs?</p> <p>Q3. Outline how one of the following barriers are significant to your sport and/or community:</p> <ul style="list-style-type: none"> • place based barriers • occupation specific barriers, or • coaching barriers <p>How will this training help your organisation achieve quality outcomes for 2023?</p>	<p>Q1. Describe your project, highlighting the people that will benefit most (grant beneficiaries) and the people that will develop and deliver the project.</p> <p>Q2. How will your project either:</p> <ul style="list-style-type: none"> • increase participation • support your leadership or volunteer base; or • improve operational effectiveness <p>Q3. How will project activities continue after funding? How do you envision the benefits to your organisation and/or sport can be sustained beyond 2023?</p>

8. Mandatory Support Documentation

8.1 Quotes – All Categories

All applications must include quote/s which correspond to **all** items, courses and/or services to be funded.

Quotes must

- Be dated within the three months prior to the application submission date
- Be equal to, or greater than the total amount requested for funding
- Include details: name, description, quantity, individual and total costs
- Include the supplier's business/company details (business name, ABN and/or website)

Provided they contain **all of the above information**, acceptable quotes can include

- Website shopping carts
- Unpaid invoices
- Screen shots

8.2 Child abuse insurance

Where required and as outlined in section 4 of these guidelines, the applicant **must have child abuse insurance of \$5 million** (exclusive of public liability insurance).

Written advice must be provided by the insurance provider and included in the application.

For further clarification on insurance requirements for this program, [contact Sport and Recreation Victoria](#) before submitting your application.

8.3 Acceptable file formats

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

No other file formats are readable to Department staff.

9. How to Apply

Apply online using the Department's Grants Portal

- Applicants must submit a completed online application via the Department's Grants Portal before 5pm on 15 March 2023.
- You must apply for funding within the category for which your project is supported. Applications submitted in the incorrect category will be ineligible for funding.
- To start a new application, applicants must click on the relevant category's hyperlink from the [Sport and Recreation Victoria website](#). When prompted, applicants need to log-in using an existing Grants Portal account or create a New Account.
- Draft applications can be saved for submission before the advertised closing date and time. Saved applications can be accessed by logging into the [Department's Grants Portal](#)
- An automated email, confirming the application submission and reference number will be sent following the successful submission of the application.
- If the application confirmation email is not received, applicants should immediately email [Sport and Recreation Victoria](#). Please quote your application reference number in all correspondence relating to the application.

10. Conditions that apply to applications and funding

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

- As part of the application process, an authorised representative of the applicant must accept and agree to be bound by the terms and conditions of grant in the application form and these guidelines. By completing the application form the applicant is making an offer to the Department and will be bound by the terms of the offer if accepted by the Department;
- If an application is successful, the Department will notify the applicant's authorised representative via a Notice of Acceptance. This will form an agreement between the applicant and the Department on the terms contained in the application, the Notice of Acceptance, these guidelines, and the conditions of grant in the application form. An authorised representative of the applicant will need to acknowledge the Notice of Acceptance;
- The applicant must complete the project/spend grant monies, within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department; and
- Funds must be spent on the project/items as described in the application. Any proposed variation to the approved project must be submitted to the Department for approval prior to implementation or purchase.

Where an auspice arrangement is required, the auspice must enter into a Grant Agreement with the Department 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.

11. Use of Third-party Grant Writers

Applicants should note the following in relation to third-party grant writers:

- Applicants may seek the support of a third-party grant writer or consultant to develop their application, however applications will not be accepted directly from third-party grant writers;
- Applicants must submit their own applications and agree to the funding terms and conditions outlined on the application form;
- Applicants are reminded that they are responsible for ensuring all information in the application is accurate and correct;
- The Department will only liaise with the authorised organisational contact as per the application for enquiries or payment matters;
- The Department reserves the right to seek proof of any data or information provided in the application; and
- No part of any approved grant amount can be applied to the costs of a third-party grant writer.

12. Payments

Successful applicants will receive a Notice of Acceptance from the Department, or a Grant Agreement via a letter of offer in the case of auspice arrangements. An authorised representative of the applicant (or auspice organisation if applicable) will need to acknowledge and sign the Notice of Acceptance (or Grant Agreement if applicable).

Once completed, payments of the full grant amount will be made to the applicant's nominated bank account as provided on its application form, or the auspice organisation's nominated bank account provided on the Grant Agreement, within 28 days after the authorised representative acknowledges the Notice of Acceptance or the Department receives a copy of the signed Grant Agreement where applicable.

Payments will be conditional on:

- Applicants submitting fully completed applications, including completion of the Declaration and Acknowledgement by an authorised representative of the applicant;
- Grant recipients providing reports as required, or otherwise demonstrating that the activity is progressing as expected;
- Terms and conditions of funding continuing to be met;
- Grant recipients without an active Australian Business Number must provide a completed Australian Tax Office [Statement by Supplier form](#) indicating that no tax is or will be withheld from any grant payments; and
- Grant payments made under this program will be provided exclusive of GST, regardless of an applicant's GST status. If funding will be used to pay expenses attracting GST, the funding application should include all GST that will be payable by the applicant for that supply.

13. Acknowledging the government's support and promoting successes

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Sporting Club Grants Program*.

Included within the promotional guidelines, is the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material.

For full details and logos, download the [acknowledgement and publicity guidelines for Sport and Recreation Victoria grant recipients](#)

14. Post project evaluation

By submitting an application, all grant recipients agree to comply with the Department's performance monitoring and evaluation procedures. The grant recipient may receive an evaluation survey up to 18-months following the issue of the grant. Program evaluation activities are non-negotiable for all recipients of the *Sporting Club Grants Program*. Non-compliance could impact future applications to the Department's programs.

Grant recipients may also be required to contribute information on project outcomes for use in program evaluation reviews and the Department's marketing materials.

15. Compliance and audit

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

Grant recipients, including applicants that enter into an Agreement with the Department, applicants under auspice arrangements where an auspice organisation enters into a Grant Agreement with the Department and auspice organisations that enter into a Grant Agreement with the Department, will be subject to audit by the Victorian Government or its representatives and may be required to produce evidence of how the grant funding was expended (for example paid invoices for uniforms or participation equipment purchased, costs associated with training, strategic planning costs, promotional expenditure, etc). This request of the Victorian Government may be made for a period of two years after the grant has been approved.

If any information provided in an application to the *Sporting Club Grants Program* is found to be false or misleading, or grants are not applied for the purposes of the applicant in accordance with the terms of funding as set out in these guidelines and the submitted application, the grant will be repayable on demand.

16. Privacy

The Department is committed to protecting your privacy. We collect and handle any personal or health information about you or a third-party in your application for the for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information to others for the purpose of assessment, consultation and reporting. This can include Departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third-party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the *Privacy and Data Protection Act 2014 (Vic)* and other applicable laws.

To obtain a copy of the Department's privacy statement or for information about how to access information about you held by the Department, [please email the Department](#)

17. 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](#) Monday to Friday between 9am and 5pm (except for public holidays).

18. Application Feedback

If an applicant considers that their application has been incorrectly assessed, it may lodge a request for review. The applicant must [email Sport and Recreation Victoria](#) and include the application reference number to request that the application be reviewed. The review process does not include the applicant challenging the program guidelines, seeking a variation or exception.