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Message from the Minister for Tourism, Sport and Major Events

Whether it’s in our regions or cities, sport and recreation is the lifeblood of our Victorian communities.

The Sporting Club Grants Program provides local clubs and sports organisations the chance to play an even bigger part in shaping and supporting local communities.

Grants are available for clubs to buy new sports uniforms and equipment, as well as funding to expand the skills of coaches and officials.

Sports organisations can also invest in initiatives that improve their operation and sustainability.

The program reflects the Victorian Government’s commitment to create welcome and inclusive sport environments, promote health and wellbeing and boost the capacity of communities to attract and host local and regional competitions and events.

It also helps to empower local sports, ensuring that local clubs and organisations have the resources they need to provide opportunities for more people to get involved in sport and recreation.

The program supports people of all backgrounds and abilities to join a club, increase local participation and accessibility, stimulate local economies and create new jobs and volunteer opportunities.

I look forward to seeing more community based sporting clubs, local participants, volunteers and passionate supporters benefitting from the Sporting Club Grants Program.

THE HON MARTIN PAKULA MP
Minister for Tourism, Sport and Major Events
The Sporting Club Grants Program provides grants to assist in the purchase of sports uniforms and equipment, to improve the capacity and accessibility of Victorian clubs and other community sport and recreation organisations, and increase the skills of their coaches, officials and managers.

The program has four funding categories:

**Category 1: Uniforms or Equipment**
Grants up to $1,000 to purchase uniforms or other equipment that is essential for participation, safety, or first aid equipment for immediate attention to injury that may occur participating in sport or active recreation.

**Category 2: Skill Development**
Grants to improve the skills of club members by providing training for coaches, officials, administration staff and management committees.
- Up to $2,000 for individual organisations.
- Up to $5,000 for leagues, associations or an organisation that collaborates with multiple organisations to deliver training for a broad range of participants.

**Category 3: Club Operational Capacity**
Grants of up to $5,000 to improve the operational effectiveness and efficiency of clubs through strategic planning or to increase community participation through accessible sport and active recreation opportunities such as alternative, modified or pilot programs.

**Category 4: Aboriginal Participation**
Grants of up to $1,000 for uniforms and equipment, up to $2,000 for skills development training and up to $750 towards travel to increase the participation of Aboriginal Victorians.

1.1 Why is the Victorian Government funding these grants?

Sport and active recreation play an important part in the lives of Victorians. It provides settings for social interaction, sharing common interests, achieving personal bests and community inclusion.

Sporting clubs play a big part in shaping and supporting local communities. Being part of a sporting club provides a socially valued role for participants and creates a sense of community membership.

The Sporting Club Grants Program contributes to the Victorian Government’s sport and recreation policy priorities and provides a single entry point for community sport and active recreation clubs to access funding that will assist in addressing a range of barriers to community participation right across the state. A key priority is increasing the participation of Aboriginal people in sport and active recreation.
Community organisations delivering sport and active recreation programs anywhere in Victoria may apply. Organisations residing close to state borders should contact Sport and Recreation Victoria for guidance with applications. Applicants must:

- be non-government, not-for-profit and registered as an incorporated body at the time of application and for the project duration. If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to manage the grant funds.

- possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (Statement by a supplier) so that no withholding tax is required from the grant payment.

- be an incorporated separate legal entity that can be sued in child abuse proceedings and be appropriately insured against child abuse if the funding is for the delivery of services to children. Further information about this requirement can be found at www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new.

- adhere to and enforce the Fair Play Code (or) their relevant state sporting association code of conduct/member protection policy, which incorporates the Fair Play Code. Further information about this code can be found at www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code.


- have satisfactorily met reporting requirements on any grants previously received from Sport and Recreation Victoria.
Category 1: Uniforms and Equipment
The purchase of sporting uniforms or equipment that is essential for participation, safety, or first aid equipment for immediate attention to injury that may occur participating in sport or active recreation.

Eligible items may include but are not limited to:
Uniforms, for example:
• jumpers
• tracksuits
• socks
• boots.

OR

Equipment, for example:
• bats
• match balls
• team equipment kits
• first aid equipment
• protective equipment including gloves, helmets and batting pads.

WHAT WILL BE PRIORITISED FOR FUNDING
• projects that will increase participation in communities or population groups with existing low levels of participation in sport and physical activity e.g. people with a disability, women and girls, Aboriginal people, culturally and linguistically diverse communities, LGBTI and older adults
• providing uniforms for competitors and active participants (including umpires) rather than for non-playing officials e.g. team manager, coaches
• maximising the benefit of the grant by providing uniforms and equipment that will be owned by clubs and used by multiple members/teams over time
• organisations located in areas identified with high levels of socio-economic disadvantage supported by 2016 Australian Bureau of Statistics census data or clubs that can demonstrate circumstances of disadvantage
• priority will be given to any club or organisation that has not previously received a Sporting Club Grant in any category.
Category 2: Skill Development

Initiatives to improve the skills of club members and club sustainability through training for coaches, officials, administration staff and management committee members.

Examples of initiatives may include but are not limited to:

- participation in courses for coaches, referees, umpires and officials. This includes sports first aid and sports training level 1 or 2
- workshops for administrators and committee members in financial management, governance and committee management, volunteer management, club administration, information technology or Member Protection Information Officer training.

**WHAT WILL BE PRIORITISED FOR FUNDING**

- training courses that provide certified accreditation
- maximising the benefit of the grant by providing opportunities to several members to develop skills and participate in training courses
- training that supports the inclusion of population groups with existing low levels of participation in sport and physical activity e.g. people with a disability, women and girls, Aboriginal people, culturally and linguistically diverse communities, LGBTI and older adults. This includes unconscious bias and inclusion training
- organisations located in areas identified with high levels of socio-economic disadvantage supported by 2016 Australian Bureau of Statistics census data or clubs that can demonstrate circumstances of disadvantage
- priority will be given to any club or organisation that has not previously received a Sporting Club Grant in any category.
Category 3: Club Operational Capacity

Initiatives to improve the operational effectiveness and efficiency of organisations. Additionally, initiatives such as a pilot program to increase community participation through accessible sport and active recreation opportunities.

For example:

- preparation of a business plan/strategic plan/succession plan
- development of policy and procedure manuals
- development of a club or organisation website
- start-up costs associated with the development of sport and active recreation programs, such as an alternative, modified or pilot programs, that aim to increase the equity, diversity and inclusiveness of sport and recreation for low participation groups or increase the membership base for clubs. This can include promotional material, equipment, uniforms, and training
- promotional materials, such as Aboriginal-specific club information flyers or information in other languages.

WHAT WILL BE PRIORITISED FOR FUNDING

- projects that involve collaboration between community organisations, across localities, and include different sport and active recreation activities
- projects involving people with a disability, women and girls, Aboriginal people, culturally and linguistically diverse communities, LGBTI and older adults
- organisations located in areas identified with high levels of socio-economic disadvantage supported by 2016 Australian Bureau of Statistics census data or clubs that can demonstrate circumstances of disadvantage in CALD communities
- priority will be given to any club or organisation that has not previously received a Sporting Club Grant in any category.

Category 4: Aboriginal Participation

The purchase of uniforms and equipment, travel and accommodation costs and training for coaches, officials, administration staff and management committee members which increase participation by Aboriginal Victorians.

For example:

- the purchase of equipment that is essential to participation in sport or active recreation or required to develop programs that will provide opportunities for Aboriginal Victorians to participate in sport and active recreation
- travel and accommodation costs over a 12-month period for athletes, coaches, officials or teams that are required to travel to train or compete. For example, an athlete or team that is regularly required to travel to train, or a regional club that is required to travel to a number of other towns in order to compete in their local competition or carnivals
- initiatives to improve the skills of the Aboriginal community members/volunteers of an organisation that is targeting increasing participation in sport and active recreation for Aboriginal Victorians. For example, coaching, administration and committee management.
3.1 What will not be funded?

The Sporting Club Grants Program will not fund the following:

- more than one application from an organisation
- applications from organisations who have received a sporting club grant from any category in the previous financial year
- applications to deliver services to children if the organisation is not an incorporated separate legal entity and cannot provide evidence of appropriate insurance that covers child abuse
- applications that are not from Victorian incorporated organisations
- applications from school sport and recreation clubs for current students
- university sport clubs that participate in inter-varsity competitions
- applications with generic or replicated responses
- requests for existing activities (only new projects will be considered)
- project activity beginning, or uniforms or equipment purchased, prior to the closing date of each round
- ongoing operational costs (for example, salaries for ongoing positions, rent, electricity and other utilities)
- projects considered the responsibility of other agencies, including those that currently receive significant financial support from other funding bodies or programs at local, state or federal government level.

Category 1: Uniforms and Equipment

- personal protective equipment such as mouth guards
- personal flotation devices
- purchase of a defibrillator for a club which has been approved for a defibrillator under the Defibrillators for Sporting Clubs and Facilities Program
- material/s from which sporting uniforms will be made
- fixed playing surfaces and structures (for example, synthetic pitch, goal posts)
- capital expenditure including the purchase of land (for example, permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets, ramps and other permanent structures)

Category 2: Skill Development

- training courses to improve the physical skills of players/participants to play their chosen sport or activity
- costs associated with employment of coaches or providers to deliver training to players/participants
- courses that don’t provide a direct participation outcome eg. responsible service of alcohol training.

Category 3: Club Operational Capacity

- projects that have previously been funded through this program.

Category 4: Aboriginal Participation

- applications where aboriginal participants are not already identified
- applications from organisations that receive funds from the Athlete Pathway Travel Grant program in the same financial year.
WHAT IS THE APPLICATION PROCESS?

4.1 When will applications open and close?
Applications for 2019-20 will be considered in one assessment round.
Applications Open: 6 January 2020
Applications Close: 28 February 2020
Outcomes to be notified by May 2020.

4.2 How will applications be assessed?
Eligible applications will be assessed against the program guidelines.
Eligibility does not guarantee success. It is expected that more applications will be received than can be funded.
Please note that the assessment process may take at least three months from the closing date. Applicants will receive written notification of the outcome of their application.

4.3 What questions do applicants need to respond to?
1. Why is there a need for this project in your club and why is government funding required?
2. Who in your club will benefit from this project and how will it benefit the club?
3. What longer term impacts will result from receiving the grant?
   For categories 2, 3 and 4 applicants will also need to respond to:
4. Is this project delivering services to people under the age of 18? If so, please provide written advice from your insurance provider about the premium and excess (or deductible) that covers your organisation against child abuse.
5. What planning has been undertaken to successfully implement the project and will the club be collaborating with other partners?
4.4 Information you will need to provide as part of your application

**Quotes**

All applications (except travel under category 4) must provide a quote prepared within the past 12 months for the purpose of the grant. The quote must include full details of what will be purchased, individual costs and total costs, and all associated project costings.

Applicants for training must document the cost of courses and workshops in the form of a quote from a training provider to verify the project costings, including, details of training course/s to be undertaken, number of people participating in the course and individual and total cost of course/s.

A quote is not required for travel under category 4.

**Insurance against child abuse proceedings**

Where required, written advice from your insurance provider about the premium and excess (or deductible) that covers your organisation against child abuse.

**Declaration letter for organisations using a third party grant writer**

Where organisations use a third party grant writer a declaration letter on club letterhead acknowledging they have reviewed and accept the content of the application submitted must be submitted with applications.

**Letters of Support**

Applications from a league, association or organisation that plan to collaborate and deliver training to a multitude of clubs and organisations must provide a letter of support from the other organisations that will participate and receive the training.

Letter(s) of support from organisation(s) involved in the proposed project(s).
4.5 Submitting an application

There are some important steps to consider before submitting an application.

**Step 1: Check your eligibility**
Check the detailed information contained in this guide to see if your organisation and your proposed activity is eligible. Other important information about this grant program and the application process can be found on the Sport and Recreation Victoria website at [www.sport.vic.gov.au/grants-and-programs/sporting-club-grants-program](http://www.sport.vic.gov.au/grants-and-programs/sporting-club-grants-program).

We highly recommend you contact your Sport and Recreation Victoria regional contact to discuss projects under Category 3. Contact details can be found on the Sport and Recreation Victoria website at [www.sport.vic.gov.au/grants-and-programs/sporting-club-grants-program](http://www.sport.vic.gov.au/grants-and-programs/sporting-club-grants-program) under the eligibility section.

**Step 2: Apply online using My Grants**

Make sure you have the information you need on hand including required documents and click on ‘Start new application’ to submit your application through Grants Online. You will receive an Application Number when you submit an application 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 Sport and Recreation Victoria immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am and 5pm, Monday to Friday.

**ATTACHING REQUIRED INFORMATION**
You can attach documents to your online application as long as they are in an acceptable file type (e.g. Word, Excel, PDF, or JPEG) and don’t exceed the maximum file size. Remember these tips:

- attached files must not be larger than 5MB in size

**THIRD PARTY GRANT WRITERS**
If a third party grant writer is used:

- applicants are reminded that they are responsible for ensuring all information in the application is accurate and correct
- any generic responses to questions in the application may detract from success in the application assessment stage
- the Department of Jobs, Precincts and Regions reserves the right to seek proof of any data or information provided in the application
- no part of any approved grant amount can be applied to the costs of a third party grant writer
- applicants must provide a declaration letter on club letterhead acknowledging they have reviewed and accept the content of the application submitted.
5. CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

5.1 Funding details

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

- The grant recipient (or funds manager) must enter into a funding agreement with the Department of Jobs, Precincts and Regions which sets out the conditions and reporting requirements.
- The grant recipient must be an incorporated separate legal entity that can be sued in child abuse proceedings and be appropriately insured against child abuse.
- Sports clubs, leagues or associations who are grant recipients must adhere to and enforce the Fair Play Code (or) their relevant state sporting association code of conduct/member protection policy, which incorporates the Fair Play Code. Grant recipients must adhere to and enforce the code during the life of the project and agree to carry out its requirements.
- The project must be completed within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department of Jobs, Precincts and Regions.
- 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 of Jobs, Precincts and Regions for approval prior to implementation.
- Grant recipients (or fund managers) without an Australian Business Number (ABN) must provide a completed Statement by a supplier form so that no tax is withheld from any grant payments.
- Grants to recipients (or fund managers) not registered for GST will be made exclusive of GST.

5.2 Funding agreements

Successful applicants must enter into a funding agreement with the Department of Jobs, Precincts and Regions. Funding agreements establish the parties and their commitments and obligations to each other and set out the general terms and conditions of funding. Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable.

5.3 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 Sporting Club Grants Program. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material, and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department’s marketing materials.
5.4 Payments

Payments will be made as long as:

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

5.5 Privacy

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

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

Any personal information about you or a third party 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 of Jobs, Precincts and Regions Privacy Policy, please email privacy@ecodev.vic.gov.au.
For information about how to access information about you held by the Department of Jobs, Precincts and Regions, please email privacy@ecodev.vic.gov.au.
RESOURCES AND ADDITIONAL INFORMATION

For preliminary information on this or any other grant program please contact the Grants Information Line on 1300 366 356 for the cost of a local call (except from a mobile phone) on any weekday between 8:30am and 5pm (except for public holidays).