

2022-23

Athlete Pathway Travel Grants Program

Application Guidelines – Round 1

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

Message from the Minister for Community Sport



Whether it's at the recent Tokyo Olympics and Paralympics or the Stawell Gift, there's nothing more inspiring than watching our home-grown athletes do us proud on the big stage.

That's why the Victorian Government's *Athlete Pathway Travel Grants* Program is getting on with helping future champions get a head start.

The Program provides high performance and emerging Victorian athletes, teams, coaches and officials with the opportunity to score grants that help remove the barrier of travel, accommodation and competition costs.

Since 2015, the Program has invested over \$2.9 million to more than 1,500 recipients representing a wide range of sports, to help them realise their dreams and take their performances to the next level.

The *Athlete Pathway Travel Grants* Program is part of the Victorian Government's commitment to increase participation, stimulate local economies and create new jobs and volunteer opportunities.

I look forward to seeing the *Athlete Pathway Travel Grants* Program help our next generation of Victorian up-and-coming athletes develop from community to national level.

The Hon Ros Spence MP
Minister for Community Sport

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1. About the Program

The *Athlete Pathway Travel Grants Program* provides support to assist Victorian athletes, teams, coaches and officials to realise their sporting potential.

Grants are available towards the costs of travel and accommodation for high-performance athletes and teams representing Victoria, emerging athletes travelling to train, compete and strengthen their development pathways and coaches or umpires carrying out their official duties.

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

The *Athlete Pathway Travel Grants Program* has two funding categories:

- **[Category 1: Victorian high-performance teams and athletes](#)**

Travel, accommodation and registration costs associated with competing at an event, or series of events, as a **state representative athlete or team**

- Up to \$6,000 towards teams, with a maximum of \$1,000 per team member; and
- Up to \$1,500 for individual athletes

- **[Category 2: Victorian emerging teams, athletes, coaches and officials](#)**

Travel, accommodation and registration costs associated with training or competing as an **emerging athlete or team and/or coach or umpire carrying out official duties**.

- Up to \$2,000 towards teams, with a maximum of \$500 per team member; and
- Up to \$750 for individual athletes, coaches or officials

2. Eligibility

2.1 Who can apply?

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

The applicant must meet all of the following seven criteria:

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

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

- 2.1 If the **applicant is not** 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:**

- Be non-government and not-for-profit;
 - Be operating in Victoria and registered as an incorporated association, public company limited by guarantee or an Aboriginal and Torres Strait Islander corporation;
 - Meet all criteria described in sections 6 and 7 below;
 - If the application is successful, enter into a Grant Agreement with the Department; and
 - Receive and auspice the grant funds and ensure the funds are used as specified in the application and in accordance with the terms and conditions of the Grant Agreement.
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](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code) <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>.
 5. The applicant must comply with the expectations of the [Victorian Anti-doping Policy 2012](https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping) <https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping>.
 6. The applicant (and the auspice organisation if applicable) must have satisfactorily met reporting requirements on any grants previously received from the Department.
 7. If the applicant (or the auspice organisation if applicable) has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018 (Cth)* (National Redress Scheme), it must join or provide advice to the Department that it intends to join, the [National Redress Scheme](https://www.nationalredress.gov.au/about) <https://www.nationalredress.gov.au/about>.

3. Funding details

3.1 What will not be funded

- Costs other than travel, accommodation and registration fees, as listed in [section 4](#);
- Travel that occurs prior to the closing date for each funding round as set out in [section 5](#);
- Athletes or teams who receive financial or in-kind assistance from the Victorian Institute of Sport or the Australian Institute of Sport;
- Athletes, coaches or officials under 12 years of age at 01 January 2022 (some exceptions may be considered in the sports of gymnastics and diving);
- Any application requesting funding for people accompanying grant recipients, including parents, guardians and support staff;
- Applications submitted by individuals; and
- Applications submitted by third-party grant writers. Further information about the use of third-party grant writers is provided in [section 11](#).

3.2 Prioritised Funding

The *Athlete Pathway Travel Grants Program* will **prioritise** funding (across both categories) for:

- Travel for representative sport - region, association, state or national;

- Athletes who possess an Australian Government Health Care Card (HCC) or Pensioner Concession Card (PCC). If the athlete is under 18 years of age, the HCC or PCC status of a parent or guardian will be considered;
- Athletes who are currently residing in Victorian Care Services (out-of-home care);
- Applications that demonstrate a greater impact of athlete development;
- Applications submitted in Category 2, which demonstrate requirements to travel regularly, or further distances in regional Victoria to compete or train.
- Applicants from population groups with existing low levels of participation in sport and physical activity. These 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 *Athlete Pathway Travel Grants Program*.

4. Category information

4.1 Category 1: Victorian high-performance teams and athletes

Travel, accommodation and/or registration costs associated with competing at an event, or series of events, as a **state representative athlete or team**.

Category 1 applications can only be submitted by

- State sporting associations (SSA)
- Victorian regional academies of sport (VRAS)
- State sport and active recreation bodies (SSARB)

Eligible organisations must be recognised by Sport and Recreation Victoria and submit applications **on behalf of athletes and teams**.

In each round, eligible applicants can apply for

- One grant of up to \$6,000 for teams, with a maximum of \$1,000 per team member; and
- Two grants for individual athletes, up to a maximum of \$1,500 each

Applicants are eligible to receive **up to three grants in total** for the 2022-23 *Athlete Pathway Travel Grants Program*.

Eligible travel, accommodation, or registration costs include

- Mandatory training camps;
- Selection trials;

- National championships; and
- Registration fees for training camps, selection trials and national championships. Costs for fees are only eligible if associated with travel requests.

Ineligible costs include

- Funding for international events;
- Funding for coaches or officials; and
- Applications exclusively requesting fee costs.

4.2 Category 2: Victorian emerging teams, athletes, coaches and officials

Travel, accommodation and/or registration costs associated with training or competing as an **emerging athlete or team** and/or **coach or umpires carrying out official duties**.

Category 2 applications can only be submitted by

- Victorian sport and active recreation clubs and organisations

Eligible organisations must be delivering a sport or activity that is a person-centric and submit applications **on behalf of athletes, teams, coaches or officials**.

In each round, eligible applicants can apply for

- Two grants of up to \$2,000 for teams, with a maximum of \$500 per team member; and/or
- Two grants for individual athletes, coaches or officials, of up to a maximum of \$750 each

Applicants are eligible to receive **up to two grants in total** for the *2022-23 Athlete Pathway Travel Grant* Program.

Eligible travel, accommodation, or registration costs include

- Travel and accommodation for representative sport (region, association or state);
- Travel and accommodation for coaches or umpires **performing official duties**; and
- Registration fees for emerging athletes. Costs for fees are only eligible if associated with travel requests.

Ineligible costs include

- Coaches and/or officials attending events for scouting, networking or participation in conferences, workshops and/or meetings; and
- Applications exclusively requesting fee costs.

5. Travel dates

Travel, accommodation and registration costs for Round 1 of the *2022-23 Athlete Pathway Travel Grants Program* can only be spent on activity after **9 August 2022**.

The applicant must spend grant monies within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department.

6. Program application dates

The *2022-23 Athlete Pathway Travel Grants Program* will be delivered over two funding rounds.

6.1 Round 1

Applications open – 1 July 2022

Applications close – 5.00pm, 8 August 2022

Notification of outcomes – by October 2022

6.2 Round 2

Applications open – February 2023 TBC

Applications close – April 2023 TBC

Notification of outcomes – by June 2023 TBC

7. How to apply

7.1 Step 1: Check your eligibility

Check [section 2](#) of these application guidelines to identify if your organisation is eligible for funding. Ensure you have all required information and documents as outlined in [section 7](#). **Other details required for all applications** include the incorporation number, Australian Business Number and the applicant's bank account details.

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

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

Draft applications can be saved for completion at a later time. To access a saved application visit the [Department's Grants Portal](#) <<https://businessvic.secure.force.com/GrantsPortalLogin>>. Applications must be submitted before the advertised closing date and time to be considered. An automated email, confirming the application submission and reference number, will be sent following successful submission of the application.

If the application confirmation email is not received, applicants should email [Sport and Recreation Victoria](#) <<mailto:SRVGrants@sport.vic.gov.au>> immediately.

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

8. How applications will be assessed

The *Athlete Pathway Travel 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 initially assessed according to the applicant's eligibility and subsequently:

- Responses to the assessment criteria; and
- Adequacy of supporting documentation

If an applicant considers that their application has been incorrectly assessed, it may lodge a request for review. The applicant must [email Sport and Recreation Victoria](mailto:SRVGrants@sport.vic.gov.au) <mailto:SRVGrants@sport.vic.gov.au> and include the application reference number to request that the application be reviewed.

8.1 General application questions

All applications across both categories, must include responses to general application questions in addition to specific questions relating to the proposed funding.

General application questions include:

- Amount requested from the *Athlete Pathway Travel Grants* Program;
- Description of the event or activity for which funding is sought;
- Travel dates, locations and purpose for travel; and
- Financial breakdown for what funding is requested for.

8.2 Assessment criteria

Applications submitted will be assessed against the following responses:

- Who does the athlete or team currently represent?
- How will the proposed funding contribute to the intended recipients' development within a sporting pathway?
- Describe the intended recipients' previous achievements and how does the organisation submitting the application foster and support development?

9. Supporting documentation

9.1 Mandatory attachments – both categories

Applications across both categories must provide **documentation of all transportation, accommodation, bookings, purchases or fee costs.**

All applications requesting funding for travel must include a detailed itinerary, highlighting estimated costs for fuel, transit (taxis, carshare, etc) and all other arrangements where only an approximation in spending can be noted in advance.

All applications requesting funding for all other costs must include a quote/s which corresponds to the costs to be funded.

Applicants who possess a **Health Care Card (HCC)** or **Pensioner Concession Card (PCC)** must provide evidence of this.

9.2 Additional supporting documentation

Applicants have the option to attach additional supporting documentation to the online application. Examples of additional supporting documentation can include letters of support from other organisations or stakeholders, supplementary information about costs and any other material which may be useful during the assessment process.

9.3 Attaching documents

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

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

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

Whilst applicants can engage a third-party grant writer to assist with the development of a funding application, applicants need to be aware that it is the applying organisation, not the grant writer, that is making an application for funding. As such, if an application is successful, it is the applicant that is responsible for delivering the funded activity by entering into a binding agreement with the Department, not the grant writer.

For this reason, the applicant must ensure the accuracy and truthfulness of all matters contained in an application, whether prepared by the applicant itself or by a grant writer on its behalf. Applicants wishing to apply should note the following in relation to third-party grant writers:

- Applicants may seek the support of a third-party grant writer or consultant to develop their application; however, **applications will not be accepted directly from third-party grant writers**;
- Applicants must submit their own applications and agree to the funding terms and conditions outlined on the application form;
- If an application is submitted by a third-party grant writer, it will be ineligible for consideration;
- Applicants are reminded that they are responsible for ensuring all information in the application is accurate and correct;
- Any generic responses to questions in the application may detract from success in the application assessment stage, such as responses that do not explicitly address matters relating to a particular applicant;
- The Department will only liaise with the authorised organisational contact as per the application for application enquiries or payment matters;
- The Department reserves the right to seek proof of any data or information provided in the application; and
- No part of any approved grant amount can be applied to the costs of a third-party grant writer.

12. 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 *Athlete Pathway Travel 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](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>>.

13. Payments

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

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](https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn) <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn> 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.

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 *Athlete Pathway Travel 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 or receipts for travel, accommodation and fees). 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 *Athlete Pathway Travel 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](mailto:privacy@ecodev.vic.gov.au) <mailto:privacy@ecodev.vic.gov.au>.

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](mailto:aptg@sport.vic.gov.au) <mailto: aptg@sport.vic.gov.au> Monday to Friday between 9am and 5pm (except for public holidays).