ATHLETE PATHWAY TRAVEL GRANTS PROGRAM 2019-2020
Application Guidelines
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Whether it’s in our regions or cities, sport and recreation is the lifeblood of Victorian communities.

In a country as large as Australia, up and coming athletes often have to travel significant distances at significant cost to pursue their sporting dreams.

The Athlete Pathway Travel Grants program helps emerging and high-performance Victorian athletes, teams, coaches and officials to realise their sporting potential, through grants that help remove the barrier of travel and accommodation costs.

The program helps our athletes and future champions progress from community to national representative level to reach their goals.

It’s not just the elite that can be nominated. Athletes, teams, officials and coaches from metropolitan and regional sporting clubs that travel significant distances to train or compete are also eligible for support.

Since 2014, the program has kicked in over $2.2m to more than 1,320 athletes from a wide range of sports to 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 make sport more inclusive, increase local participation and accessibility of sport, 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 up-and-coming athletes.

Message from the Minister

The Hon Martin Pakula MP
Minister for Tourism, Sport and Major Events
The Athlete Pathway Travel Grants program provides grants to improve Victorian athlete development pathways from community to national representation level. Support is available to assist with costs of travel for high performance athletes to represent Victoria and emerging athletes traveling to train or compete at events that contribute to their development within their sporting pathway. Assistance is also available for officials and coaches travel.

The program has two funding categories:

Category 1: Organisations recognised by Sport and Recreation Victoria
State sporting associations, Victorian regional academies of sport and state sport and recreation bodies recognised by Sport and Recreation Victoria can apply on behalf of Victorian teams or individuals for travel to compete at an event or series of events as a state representative athlete. This includes mandatory training camps, selection trials and national championships events.

In each funding round, organisations can apply for:

- One grant of up to $6000 for teams with a maximum of $1000 per team member.
- Two grants for individuals up to a maximum of $1500 each.

Recognised organisations will be eligible for a maximum of three grants in any financial year. Eligibility does not guarantee success.

Category 2: Victorian sport and recreation clubs
Victorian sport and recreation clubs can apply for funding for emerging athletes (individuals or teams) to assist with the costs of travel to train or compete at events that contribute to their development within their sporting pathway.

Clubs can also apply for funding for coaches and officials to assist with the costs of travel to carry out official duties at events.

In each funding round, organisations can apply for two grants of either:

- Grants of up to $2000 are available for teams with a maximum of $500 per team member, and/or
- Grants of $750 for individuals.

Victorian sport and recreation clubs are eligible for a maximum of two grants in any financial year. Eligibility does not guarantee success.

1.1 Why is the Victorian Government funding these grants?

The Athlete Pathway Travel Grants program supports developing Victorian athletes and others engaged in sport and active recreation by assisting with the costs of travel to improve development pathways from community to national representation level.
2. Who can apply?

**Category 1:** Applications may be submitted by state sporting associations, Victorian regional academies of sport and state sport and recreation bodies recognised by Sport and Recreation Victoria.

**Category 2:** Applications may be submitted by Victorian sport and recreation clubs delivering sport and active recreation programs.

Victorian residents living close to state borders who do not have reasonable access to a Victorian sporting club should contact Sport and Recreation Victoria for assistance with Category 2.

Applicants under both categories 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.
- have satisfactorily met reporting requirements on any grants received from Sport and Recreation Victoria.
3. What types of activities might be funded?

**Category 1**: Travel and accommodation costs associated with competing at an event or series of events as a state representative athlete. This includes mandatory training camps, selection trials and national championships.

**Category 2**: Travel and accommodation costs over a 12 month period for emerging athletes (individuals or teams) to assist with the costs of travel to train or compete at events that contribute to their development within their sporting pathway. This could include regular trips to train with a state squad or regional club.

Travel and accommodation costs over a 12 month period for coaches and officials to carry out official duties at events.

Applications should reflect support of gender equity across teams and individuals.

### 3.1 What will not be funded?

The Athlete Pathway Travel Grants program will not fund the following:

- costs other than travel and accommodation (for example food, entrance fees or uniforms)
- travel that occurs before the eligible commencement date for each funding round (see date requirements in section 5)
- travel costs for people accompanying athletes (for example parents)
- coaches and officials attending events for scouting, networking or participating in conferences and meetings
- coaches and officials under category 1
- international events under category 1
- athletes who receive financial or in-kind assistance from the Victorian Institute of Sport or the Australian Institute of Sport
- individual athletes, coaches or officials who have received a grant under this program in the previous financial year
- athletes aged under 12 years as at 1 January in the year of the grant (some exceptions in gymnastics or diving may be considered)
- applications from schools, hospitals, or individuals
- applicants that are not Victorian incorporated organisations
- applications seeking more than the eligible maximum amounts for that category
- late, incomplete, or handwritten applications.

Athlete Pathway Travel Grants
4. What are the 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
- 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
- the activity must be completed within 12 months of commencement of the grant. 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 in writing 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
Applications will be considered in two assessment rounds each year as detailed below:

<table>
<thead>
<tr>
<th>Funding round</th>
<th>Applications open</th>
<th>Applications close</th>
<th>Outcomes notified</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20 Round 1</td>
<td>8 October 2019</td>
<td>4 November 2019</td>
<td>by January 2020</td>
</tr>
<tr>
<td>2019-20 Round 2</td>
<td>24 February 2020</td>
<td>27 March 2020</td>
<td>by May 2020</td>
</tr>
</tbody>
</table>

**Travel dates eligible each funding round:**

**Category 1:** Recognised Sport and Recreation Victorian organisations
Eligible organisations can apply in advance of teams or individuals being selected. Travel must commence within the following six months and is valid for use for 12 months.

<table>
<thead>
<tr>
<th>Funding round</th>
<th>Travel details</th>
</tr>
</thead>
<tbody>
<tr>
<td>2019-20 Round 1</td>
<td>travel must commence from 1 January 2020 to 30 June 2020.</td>
</tr>
<tr>
<td>2019-20 Round 2</td>
<td>travel must commence from 1 July 2020 to 31 December 2020.</td>
</tr>
</tbody>
</table>

**Category 2:** Victorian sport and recreation clubs
Travel must commence within the dates below and is valid for use for 12 months.

<table>
<thead>
<tr>
<th>Funding round</th>
<th>Travel details</th>
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</table>

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 website [www.sport.vic.gov.au/grants-and-funding/our-grants/athlete-pathway-travel-grants-program](http://www.sport.vic.gov.au/grants-and-funding/our-grants/athlete-pathway-travel-grants-program)

**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
- when you submit your application online check carefully to ensure all your attachments have been uploaded.
6. How will applications be assessed?

Applications will be assessed according to eligibility and the travel details provided in the application form.

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 up to three months from the closing date. Applicants will receive written notification of the outcome of the assessment process.

**Funding prioritisation will be given to:**

**Category 1:**
- applications to travel for the purposes of representing Victoria
- applications that can demonstrate a greater impact on an athlete’s development
- organisations who show a commitment to supporting the development of athletes/teams
- individuals supported by organisations who have not received a travel grant in the last two years
- athletes that reside in areas identified as disadvantaged
- athletes who have (or for athletes under 18 years of age whose parent/guardian has) a Commonwealth Health Care Card.

**Category 2:**
- travel for representative sport (state, association or region)
- requirements to travel greater distances to train or compete
- individuals supported by organisations who have not received a travel grant in the last two years
- applicants residing in areas identified as disadvantaged
- athletes who have (or for athletes under 18 years of age whose parent/guardian has) a Commonwealth Health Care Card.
6.1 What questions do applicants need to respond to?

What?

a) Describe the event(s) for which funding is sought.

b) Provide a breakdown of what the funding will be used for?
   i.e. $100 towards fuel for weekly trips to Bendigo. $500 for flights.
   $200 for 2 nights accommodation etc.

Who?

a) Provide details of the team or individual who will receive the funds?

   If **individual**, please provide:
   • Name
   • Age
   • Gender
   • Suburb/postcode of individual
   • Commonwealth Health Care card number (if applicable)
   • Provide a short background of the individual's current pathways
devlopment and achievements

   If **Team**, please provide:
   List of team names and names of individuals in teams.
   • Age groups
   • How many in the teams will receive portion of grant funding
   • Breakdown of any diversity groups

b) Is this individual or team currently receiving funding from other
   sources i.e. Australian Institute of Sport/Victorian Institute of Sport/
   local council/School Sport Victoria scholarships or fundraising.

c) If Category 1 – How is your organisation supporting the development
   of this athlete or team?

   **OR**

   If Category 2 - What other efforts are being made to fund expenses
to travel to events?

Why?

Explain the importance of how the proposed travel will contribute
to the recipient's development within a sporting pathway.

6.2 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.
7. Conditions that apply to applications and funding

7.1 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.

7.2 Acknowledging the government’s support and promoting successes

Successful applicants need to acknowledge the Victorian Government’s support of a grant from the Athlete Pathway Travel 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.

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

7.3 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.

7.4 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.
8. 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).