**2024-25**

**Emergency Sporting Equipment Grant Program**

Program Guidelines

**Message from the Minister**



The Victorian Government is proud to assist Victorian clubs in their time of need through the Emergency Sporting Equipment Grant Program.

Each year the program provides a helping hand, with grants to replace items such as playing gear as well as first aid equipment that was lost through bushfire, flood or criminal activity.

By providing swift and practical support, clubs can get the boost they need to get up and running again so they can continue doing what they do best, bringing communities together to play the sports they love.

I look forward to seeing the positive impact this investment will provide to local clubs and communities for years to come.

**The Hon Ros Spence MP**

**Minister for Community Sport**

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# **1. About the program**

The Emergency Sporting Equipment Grant program provides funding for community sport and active recreation organisations across Victoria.

Access to this funding helps grassroots organisations replace or repair essential sport or first aid equipment that has been lost or destroyed because of unpreventable incidents, including bushfire, flood, significant storms, theft, arson, or criminal damage.

Grants of up to $1,000 are available.

# **2. Program dates**

Incidents that occur from1 June 2024 to 2 June 2025will be consideredfor funding.

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| **Applications Open** | **Applications Close** | **Notification of Outcome** |
| Monday 1 July 2024 | 11.59pm, Monday 2 June 2025, or until funding is exhausted | Within 5 weeks of applying |

# **3. Applicant eligibility**

**Eligible applicants**

Applicants must be:

* A community sportoractive recreation organisation operating in Victoria.
* Not-for-profit and non-government.
* Registered and operating in Victoria as one of the following eligible entities:

1. an incorporated association
2. a company limited by guarantee; or
3. an Aboriginal and Torres Strait Islander corporation.

* Delivering a sport or activity that is a person-centric physical activity.

Sport and Recreation Victoria will accept your application if you need to nominate an auspice organisation.

**Applicants must attest to**

* Adhere and enforce the [Fair Play Code](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/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).
* Implement and maintain policies relating to the [Child Safe Standards](https://ccyp.vic.gov.au/child-safe-standards/).
* Comply with the requirements and expectations of the [Australian National Anti-Doping Scheme and Australian National Anti-doping Policy](https://www.sportintegrity.gov.au/what-we-do/anti-doping/world-anti-doping-code/australian-national-anti-doping-policy) (if applicable).
* Completing reporting responsibilities on any grants previously received from Sport and Recreation Victoria.

**Additional requirements**

* If the applicant (or auspice organisation) is affiliated with a [Sport and Recreation Victoria recognised organisation](https://sport.vic.gov.au/our-work/industry-development/Sport-and-Recreation-Victoria-Recognised-Organisations), your affiliated governing body must have a minimum 40% women on their board or have an approved action plan with the [Office for Women in Sport and Recreation](https://changeourgame.vic.gov.au/the-initiative/office-for-women-in-sport-and-recreation) to meet this requirement. Further information can be found at [Balance the Board](https://changeourgame.vic.gov.au/leadership-centre/balance-the-board).
* If the applicant (or auspice organisation) has been named in the [Royal Commission into Institutional Responses to Child Sexual Abuse](https://www.childabuseroyalcommission.gov.au/), or receives a [Notice of Redress Liability](https://www.justice.vic.gov.au/policy-institutional-participation-national-redress#:~:text=Note%3A%20The%20term%20'Notice%20of,not%20a%20formal%20legal%20notice.), it must join or provide advice to the Department that it intends to join the National Redress Scheme. Further information can be found at [National Redress Scheme](https://www.nationalredress.gov.au/about).

**Ineligible applicants**

Applicants must not:

* Receive revenue through a venue operator licence that enables the entity to operate gaming machines in Victoria. Check the [venue details list](https://apps.vgccc.vic.gov.au/CA256F800017E8D4/VCGLR/DBB69322DE84ADA6CA257B320077C8D3?OpenDocument) on the [Victorian Gambling and Casino Control Commission](https://www.vgccc.vic.gov.au/) website.
* Receive funding through any Victorian or Commonwealth emergency relief or recovery program for the same incident.

**Auspice arrangements**

Applicants that are not an eligible entity, can nominate an auspice organisation to take legal and financial responsibility of the grant on their behalf.

The auspice organisation must be:

* Not-for-profit and non-government.
* Registered and operating in Victoria as an incorporated association, a company limited by guarantee, or an Aboriginal and Torres Strait Islander corporation.
* Meet all additional requirements as listed above.

Auspice arrangements cannot seek funding on behalf of:

* sole traders or private companies.
* organisations whose primary business is not the delivery of community sport or active recreation.

Organisations based close to state borders should contact [Sport and Recreation Victoria](mailto:srvgrants@sport.vic.gov.au) for guidance with applications.

# **4. Funding details**

* Grants of up to $1,000 are available for incidents that occur from 1 June 2024 to 2 June 2025. Applicants can only receive one grant through the 2024-25 program.

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| **Eligible incidents** | **Incidents that will not be funded** |
| **Natural disaster**   * Bushfire * Flood * Significant storm * Earthquake   **Criminal activity**   * Theft * Arson * Criminal damage | * Incidents where the organisation has filed an insurance claim for coverage or compensation. * Loss, damage, or depreciation resulting from ordinary use, or wear and tear. * Damaged equipment from being unattended after use, competition or events. * Items not safely secured in appropriate accommodation. * Incidents of criminal activity where a Victoria Police report is not provided. |
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| Eligible costs | Costs that will not be funded |
| **Replacement or repair of playing  equipment** that is essential for participation in an activity, is transferable to other  participants and remains the property of the applicant   * bats, match balls, equestrian jumps, racquets, gymnastic mats, team equipment kits, gloves, badminton nets   **Injury prevention equipment** that is  transferable   * goal post padding, batting pads, gloves, goalie gear, helmets, catcher’s gear   **First aid equipment** which is necessary for immediate attention to injury that may occur during participation in sport or active recreation   * defibrillator, stretchers, first aid supplies | Non-playing / participation equipment   * public address systems, wicket covers, IT and GPS products, locks, alarm systems, scoreboards, storage   Fixed playing surfaces and structures   * synthetic pitches, in-ground goal posts, permanent shade structures, fixed lighting, permanent practice wickets   Equipment **aimed at enhancing skills**   * ball machines, bowling machines, weights, simulators, batting cages, timing poles   Personal items, **clothing or accessories**   * uniforms, mouthguards, drink bottles   Vehicles or maintenance equipment   * lawn mowers, rollers, line markers, hoses, tools, boats, bikes, golf carts   **Firearms**, scopes and ammunition  **Capital expenditure** to acquire, upgrade or maintain assets, property, building, hardware or transport  **Operational expenditure**   * rent, utilities, wages, fees, insurance, taxes, overhead costs |

# **5. Assessment**

Applications are assessed according to the applicant’s eligibility and:

* Circumstances of the incident
* Eligible costs
* Adequacy of support documentation; and
* Availability of funding.

To be considered for funding, applicants must provide answers to all questions listed below.

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| **Questions about the incident** | **Your Answer** |
| **What was the incident?** | Eligible incidents are listed on page 6.  Only eligible incidents will be funded. |
| **When did the incident take place?** | Date, year and time.  To be eligible for funding, the incident must take place between 1 June 2024 and 2 June 2025. |
| **Where did the incident happen?** | Location and full address. |
| **How did the incident happen and what was damaged, lost or destroyed?** | Describe how the incident occurred and what was the impact. |
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| **Questions about the equipment** | **Your Answer** |
| **What equipment are you seeking funding to replace or repair?** | Eligible costs are listed on page 6.  Only eligible costs will be funded. |
| **Where and how was the equipment stored and secured?** | Describe where the equipment was kept and who had access to it. |
| **Why is the equipment essential to participation?** | Only playing equipment essential for participation will be funded.  Costs not eligible for funding are listed on page 6. |
| **Why is funding required and can your organisation self-fund requested costs?** | Outline why financial support through this grant is required. |

# **6. Support documentation**

**Mandatory evidence**

* To be considered for funding, applicants must provide evidence that fully illustrates the type of incident that occurred and the impact on participation equipment.
* Applicants that do not supply mandatory evidence will be ineligible for funding.

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| **Evidence for natural disaster** | **Evidence for criminal activity** |
| **Photos**   * Damaged or destroyed equipment. * Impact of the incident.   **Reports**   * Any official weather reports. * Other sources of media outlining the impact of the disaster. | **Photos**   * Damaged or destroyed equipment. * Impact of the incident.   **Police report**   * For all incidents of criminal activity, applicants must provide a submitted Victoria Police report.   If Victoria Police does not supply you with a written copy, you must submit the:   * Incident Number. * Police station name, address and phone number. * Name of police officer who completed the report. |

**Mandatory quotes and receipts**

* Applicants must include quote(s) which correspond to all costs to be funded.
* Applicants can apply to be reimbursed for the cost of eligible replacement equipment or repairs that have been paid for prior to applying.

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| **Eligible quotes must** | **Eligible receipts for reimbursement** |
| * Be dated within three months of the incident date. * Be equal to, or greater than the total amount requested for funding. * Include details: item, description, quantity, unit and total costs and the supplier’s business details (business name, ABN, and/or website). * Website shopping carts, unpaid invoices and screen shots are accepted, but must include the details listed above. | * Expenses must have been incurred after the incident date and between 1 June 2024 and 2 June 2025. * Proof of payment includes receipts, bank statements, or invoices that show payment has been made. |

# **7. How to apply**

Applicants must submit a completed online application via the Department’s Grants Portal

* To start a new application, click on ‘start new application’ from the [Emergency Sporting Equipment Grant Program webpage](https://sport.vic.gov.au/grants-and-funding/our-grants/emergency-sporting-and-recreational-equipment). When prompted, log-in using an existing Grants Portal account or create a New Account.
* Applicants are encouraged to submit their application as soon as they have the relevant details and documentation. The program will close when funding is exhausted. Draft applications can be saved for submission. Saved applications can be accessed by logging into the [Department’s Grants Portal](https://grants.business.vic.gov.au/GrantsPortalLogin).
* An automated email confirming the application has been received by the Department is issued directly after you press submit. If you do not receive this automated email, applicants should immediately email [Sport and Recreation Victoria](mailto:SRVGrants%40sport.vic.gov.au?subject=) and quote your application reference number.

**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 are not accepted directly from third parties.
* Applicants must submit their own applications and agree to the funding terms and [conditions of grant](https://sport.vic.gov.au/__data/assets/pdf_file/0030/207678/Emergency-Sporting-Equipment-Grants-2024-25-Conditions-of-Grants.pdf).
* The Department will only liaise with the authorised representative of the applicant.

# **8. Conditions that apply to applications and funding**

The following conditions together with the detailed [conditions of grant](https://sport.vic.gov.au/__data/assets/pdf_file/0008/2279159/Emergency-Sporting-Equipment-Grants-2024-25-Conditions-of-Grants.pdf) will apply to projects for which a grant is provided.

* 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](https://sport.vic.gov.au/__data/assets/pdf_file/0008/2279159/Emergency-Sporting-Equipment-Grants-2024-25-Conditions-of-Grants.pdf) 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 an Email of Acceptance. This will form an agreement between the applicant and the Department on the terms contained in the application, the Email of Acceptance, these guidelines, and the conditions of grant located [here](https://sport.vic.gov.au/__data/assets/pdf_file/0008/2279159/Emergency-Sporting-Equipment-Grants-2024-25-Conditions-of-Grants.pdf). An authorised representative of the applicant will need to acknowledge the Email of Acceptance.
* The applicant must complete the project and spend the grant funds 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 organisation 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.

# **9. Payments**

* Successful applicants will receive an Email of Acceptance from the Department.
* An authorised representative of the applicant will need to acknowledge the Email of Acceptance. In the case of auspice arrangements, successful applicants will receive a Grant Agreement via a letter of offer. An authorised representative of the auspice organisation will need to sign the Grant Agreement.
* 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 Email of Acceptance, or the Department receives a copy of the signed Grant Agreement (for auspice arrangements).

**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; and
* Grant recipients without an active Australian Business Number providing a completed Australian Tax Office [Statement by Supplier form](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.

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.

# **10. 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 Emergency Sporting Equipment Grant 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/acknowledgment-and-publicity-guidelines-for-sport-and-recreation-victoria-grant-recipients)

# **11. 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 recipients of the Emergency Sporting Equipment Grant 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.

# **12. 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 Email of Acceptance with the Department and applicants under auspice arrangements where an auspice organisation enters 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. 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 Emergency Sporting Equipment Grant 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.

# **13. Privacy**

* The Department is committed to protecting your privacy. We collect and handle any personal 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 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 of Jobs, Skills, Industry and Regions Privacy Policy, please email [privacy@ecodev.vic.gov.au](https://vicgov.sharepoint.com/sites/VG001802/Participation%20and%20Sector%20Development/Program%20Management/ESEG/2024-25/01%20-%20Program%20set%20up/01%20-%20Program%20Guidelines/privacy@ecodev.vic.gov.au). For information about how to access information about you held by the Department, please email [privacy@ecodev.vic.gov.au](https://vicgov.sharepoint.com/sites/VG001802/Participation%20and%20Sector%20Development/Program%20Management/ESEG/2024-25/01%20-%20Program%20set%20up/01%20-%20Program%20Guidelines/privacy@ecodev.vic.gov.au). For more information, go to the Department's [Privacy Policy](https://djsir.vic.gov.au/privacy#:~:text=Victorian%20Information%20Commissioner.-,Collection%20of%20personal%20information,be%20requested%20to%20provide%20it.).

# **14. Application feedback**

* If an applicant considers that their application has been incorrectly assessed, a request for review may be lodged.
* The applicant must email [Sport and Recreation Victoria](mailto:SRVGrants%40sport.vic.gov.au?subject=) 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.

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| .These program guidelines are subject to changes at the discretion of the Minister for Community Sport.  For preliminary information on this program, please phone 1800 325 206, or contact us via email at [srvgrants@sport.vic.gov.au](https://vicgov.sharepoint.com/sites/VG001802/Participation%20and%20Sector%20Development/Program%20Management/ESEG/2024-25/01%20-%20Program%20set%20up/01%20-%20Program%20Guidelines/srvgrants@sport.vic.gov.au).  If required, please use the [National Relay Service](https://www.accesshub.gov.au/about-the-nrs) on 13 36 77.  For help with translations, please call the [Translating and Interpreting Service](https://www.tisnational.gov.au/) on 131 450.  Authorised and published by the Victorian Government Department of Jobs, Skills, Industry and Regions, 1 Spring Street Melbourne, Victoria 3000.  © State of Victoria, Department of Jobs, Skills, Industry and Regions. July 2024. |