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| Community Sport Emergency Flood Assistance Program  Application Guidelines |
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# **Message from the Minister for Community Sport**



Grassroots sports clubs that were impacted by the October 2022 floods in Victoria can now apply for a funding lifeline courtesy of the Victorian Government’s Community Sport Emergency Flood Assistance Program.

Victoria’s sport and active recreation clubs continue to be the lifeblood of our communities. The Community Sport Emergency Flood Assistance Program will support the replacement of items that have been lost, damaged or destroyed as a result of the floods.

Grants of $5,000 are available to go towards the replacement of playing, injury prevention and first aid equipment, canteen and clubroom items and maintenance equipment.

This is part of the Victorian Government’s commitment to help flood-affected communities begin their recovery, make community sport more accessible and inclusive, stimulate local economies, bring communities together, and build local sport and volunteer opportunities.

**The Hon Ros Spence MP**

**Minister for Community Sport**

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**1. About the Program**

The Community Sport Emergency Flood Assistance Program assists Victorian sport and active recreation organisations directly affected by the October 2022 Victorian floods.

$5,000 one-off grants are available to assist in the replacement of items that have been lost, damaged or destroyed.

The Program will open for applications from 21 October 2022 until 4pm on 7 February 2023 **or until the funding allocation is exhausted**.

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

**2. Eligibility**

**2.1 Who can apply?**

To be eligible for the program your club must have incurred direct damage due to the Victorian floods that commenced in October 2022 and be located within a local government area (LGA) deemed eligible for assistance under the Disaster Recovery Funding Arrangement (please refer to the list of identified Victorian LGAs at <<https://nema.gov.au/financial-help-floods-Oct23#/map>>.

Check your LGA by address here: <https://www.localgovernment.vic.gov.au/>

Applicants **will not** be eligible to receive funding under this program if they have received support through the *Small Business Immediate Flood Relief Program.*

**2.2 Eligibility criteria**

The applicant must meet **all** of the following **seven** criteria as at the time of application:

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),

1. 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.
2. 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>.
3. The applicant must implement and maintain policies relating to the [Child Safe Standards](https://ccyp.vic.gov.au/child-safe-standards/) <https://ccyp.vic.gov.au/child-safe-standards/> in accordance with the *Child Wellbeing and Safety Act 2004* (Vic).
4. 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>.
5. If the applicant 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. Fund Details**

**What can the funds be used for?**

TheCommunity Sport Emergency Flood Assistance Program provides a one-off payment of $5,000.

You are eligible if you are a community sport and active recreation organisation, have not received funding under the *Small Business Immediate Flood Relief* Program, and are located in one of the Victorian Local Government Areas (LGA) deemed eligible for assistance under the Disaster Recovery Funding Arrangement (please refer to the list of identified Victorian LGAs at <<https://nema.gov.au/financial-help-floods-Oct23#/map>>.

The Program is to assist with the replacement of items lost, damaged and destroyed by the floods and can be used for:

**Playing equipment**

e.g. bats, match balls, equestrian jumps, racquets, gymnastic mats, team equipment kits, gloves and badminton nets

**Injury prevention equipment**

e.g. goal post padding, batting pads, gloves, goalie gear, helmets, catcher’s gear

**First-aid equipment**

e.g defibrillator, stretchers, first aid supplies, kits and signage

**Non-participation equipment**

e.g public address systems, trophies, wicket covers, IT equipment, GPS equipment, manual or electronic locks, alarm systems, scoreboards, radio communication devices

**Canteen or clubroom items**

e.g lockers, shelving, furniture, microwaves, food and drinks, cooking utensils, carpet, lino and whitegoods;

**Maintenance equipment**

e.g cleaning equipment, lawn mowers, rollers, line markers, hose, compressors

**4. Application dates**

**Open** – 21 October 2022

**Close** – 4.00pm, 7 February 2023, **or until funding is exhausted**

**Notification of outcome** –Within 10 business days of applying

Organisations must attest to and retain evidence of costs.

Evidence, quotes or receipts **do not** need to be provided with the application, but should be retained for a period of 12 months after approval of the grant and must be provided upon request.

**5. How to Apply**

## 5.1 Step 1: Check your eligibility

Check the Eligibility section (section 2) of these application guidelines to identify if your organisation is eligible for funding. Other details required for all applications include the incorporation number, Australian Business Number and the applicant’s bank account details.

5.2 Step 2: Apply using the Department’s Grants Portal

Applicants must submit an 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/emergency-sporting-and-recreational-equipment) < 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**.

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) <https://businessvic.secure.force.com/GrantsPortalLogin>.

An automated email, confirming the application submission and reference number, will be sent following successful submission of the application. If you do not receive this confirmation email, applicants should email [Sport and Recreation Victoria](mailto:SRVGrants@sport.vic.gov.au) <mailto:SRVGrants@sport.vic.gov.au> immediately.

**6. Conditions that apply to applications and funding**

The following conditions will apply to projects for which a grant is provided directly to the applicant:

* 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 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 in the application form.
* The applicant must spend grant monies, within 3 months of receipt of the grant funds and retain quotes and receipts for a period of 12 months after the approval of the grant and must provide them upon request. Any unspent funds must be returned to the Department; and
* Funds must be spent on the items as described in these guidelines.

# **7. 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;
* 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.

# **8. 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 Community Sport Emergency Flood Assistance 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>.

# **9. Payments**

In the event the application is successful, the applicant will receive an Email of Acceptance from the Department.

Payments of the full grant amount will in most cases be made to the applicant’s nominated bank account as provided on its application form within 10 business days after the Department issues the Email of Acceptance.

Payments will be conditional on:

* Applicants submitting fully completed applications, including completion of the Declaration and Acknowledgement by an authorised representative of the applicant;
* Terms and conditions of funding continuing to be met;
* Grant payments made under this program will be provided exclusive of GST, regardless of an applicant’s GST status.

# **10. 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 12-months following the issue of the grant. Program evaluation activities are non-negotiable for all recipients of the Community Sport Emergency Flood Assistance 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.

# **11. Compliance and audit**

Applicants 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 may be subject to audit by the Victorian Government or its representatives and may be required to produce evidence of how the grant funding was expended (for example paid invoices for replacement of equipment). 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 Community Sport Emergency Flood Assistance 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.

# **12. 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>.

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