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| 2018-19 Athlete Pathway Travel Grants ProgramApplication Guidelines |
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Athlete Pathway Travel Grants Program

# **Message from the Minister for Tourism, Sport and Major Events, The Hon Martin Pakula MP**



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

But in a country as large as Australia, athletes often have to travel significant distances at significant cost to pursue their sporting dreams.

The *Athlete Pathway Travel Grants Program* helps aspiring 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.

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.

**THE HON MARTIN PAKULA MP**

**Minister for Tourism, Sport and Major Events**

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# Program description and objective

## 1. What is the Athlete Pathway Travel Grants Program?

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 community sport and recreation athletes, coaches, officials and teams with the travel costs of participating in training and competition, and for high performance Victorian athletes and teams to compete at national championships or selection events.

**The program has two funding categories:**

Category 1: State Sporting Associations

State sporting associations or state sporting organisations and peak bodies recognised by Sport and Recreation Victoria (or if no state sporting association, the relevant Australian Sports Commission recognised national sporting organisation) can apply for up to five grants per funding round on behalf of Victorian teams or individuals for travel to compete at national championships and/or an event or series of events constituting national selection trials.

• Grants of up to $6000 are available for teams with a maximum of $1000 per team member.

• Grants for individuals are available up to a maximum of $2000.

Category 2: Community Organisations

Victorian community organisations delivering sport and active recreation opportunities can apply for up to two grants per funding round of $750 each to assist athletes, coaches, officials and teams with the travel costs of training and competition. A maximum of two grants will be approved to any organisation in any calendar year.

### 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 required to maximise their potential and opportunities to participate.

## 2. Who can apply?

Category 1: Applications may be submitted by state sporting associations or state sporting organisations and peak bodies recognised by Sport and Recreation Victoria or where there is no recognised state sporting association a national sporting organisation recognised by Sport Australia.

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

Victorian residents living close to state borders who do not have reasonable access to a Victorian club should contact their local regional sports assembly for assistance with the application process under 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
* adhere to and enforce the [*Fair Play Code*](http://www.sport.vic.gov.au/publications-and-resources/community-sport-resources/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 <http://www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
* comply with the expectations of the [Victorian Anti-doping Policy 2012](http://www.sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping). Further information about this can be found at <http://www.sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping>
* 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 a national championship or an event or series of events constituting national selection trials. Applications may be submitted for an individual athlete or team/squad.

Category 2: 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 that is regularly required to travel to train with a state squad, or a regional club that is required to travel to a number of other towns in order to compete in their local competition.

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
* 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)
* athletes who receive financial or in-kind assistance from the Victorian Institute of Sport or the Australian Institute of Sport
* athletes who have received a grant under this program in the previous funding round
* athletes aged under 12 years as at 1 January in the year of the grant (some exceptions in gymnastics may be considered)
* applications from schools, hospitals, or individuals
* applications seeking more than the eligible maximum amounts for that category
* late, incomplete, or handwritten applications.

## 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*. Grant recipients must adhere to and enforce the code during the life of the project and agree to carry out its requirements
* 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 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.

## 5. What is the application process?

Applications will be considered in two assessment rounds each year as detailed below:

2018-19 Round one has been completed.

2018-19 Round two will open for applications on 12 February 2019 and close 19 March 2019.

**Travel dates eligible each funding round:**

**Category 1: State Sporting Associations**

Eligible organisations can apply in advance of teams or individuals being selected. Each round covers six months of the calendar year.

2018-19 Round two: travel from 1 July 2019 to 31 December 2019.

**Category 2: Community Organisations**

Travel must commence within the dates below.

2018-19 Round two: travel from 5 March 2019 to 31 December 2019.

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](http://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

To apply, go to the [Sport and Recreation website](http://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>

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.

Preference will be given to:

Category 1:

* applications to travel for the purposes of representing Victoria
* 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
* applicants 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 are the other assessment criteria?

What?

a) Describe the event or activity for which funding is sought and its importance to the recipient.

b) Detail what the grant money will be used for? i.e. fuel for weekly trips to Melbourne / flights / accommodation.

Who?

Provide details of the team or individual.

Why?

Describe how the proposed travel will assist the recipient’s development within a sporting pathway.

## 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 SRVGrants@sport.vic.gov.au. For information about how to access information about you held by the Department of Jobs, Precincts and Regions, please email SRVGrants@sport.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).