

CHANGE OUR GAME COMMUNITY ACTIVATION GRANTS

2017/18 Application Guidelines



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Accessibility

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Available at www.sport.vic.gov.au/grants

Message from the Minister for Sport, John Eren



Sport and recreation is at the heart and soul of our communities. Local sport and recreations organisations play an important role in shaping community values and driving positive change.

The Inquiry into Women and Girls in Sport and Active Recreation (2014) highlighted that many women and girls have the talent and desire to contribute to the sport and active recreation sector, but opportunities to participate and lead were either elusive or non-existent.

Our government is unwavering in our commitment to address this imbalance. Through the *Change Our Game* campaign a number of initiatives will provide opportunity across all levels of the Victorian sport and active recreation sector for women and girls to reach their full potential.

We know that in many cases first experiences shape future participation. The *Change Our Game Community Activation Grants* program is critical to ensure that we create opportunities and experiences that foster a lifetime of rewarding and recognised involvement.

I am confident that by working together we can make sport more accessible, increase local participation and provide opportunities for all Victorians to play a leading role in their local sporting community.

A handwritten signature in black ink that reads "John Eren". The signature is written in a cursive, flowing style.

Hon John Eren MP
Minister for Sport



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1. What are the *Change Our Game Community Activation Grants*?

The *Change Our Game Community Activation Grants* will support community sport and active recreation organisations to deliver events and forums that celebrate the role of women and girls and further gender equity in sport and active recreation.

Funding will increase the capacity of these events to empower communities to shine a spotlight on the achievements of women and girls in sport and recreation, and support cultural change toward gender equality.

Activation grants of up to \$5,000 will be allocated to successful applicants.

The program is part of the broader *Change Our Game* campaign. The campaign is building opportunities across all levels of community sport and active recreation for girls and women to participate, lead and shape their own futures in their chosen field.

1.1. Why is the Victorian Government funding these grants?

Sporting clubs play a big part in shaping and supporting local communities. Being part of a club provides a socially valuable role for participants and creates a sense of community membership.

In November 2015, the independent Inquiry into Women and Girls in Sport and Active Recreation delivered *A Five Year Game Plan* report.

The report made nine recommendations to the Minister for Sport aimed at:

- enhancing participation by women and girls in sport and active recreation
- increasing women's engagement in leadership and governance roles.

The Victorian Government adopted all nine recommendations.

1.2. What is *Change Our Game*?

The *Change Our Game* campaign is designed to increase the number of women and girls participating in sport and active recreation, from grassroots through to senior leadership roles.

The campaign supports implementation of the Inquiry's nine recommendations. It focuses on developing and delivering practical actions that support the sport and active recreation sector to enhance participation of women and girls and to increase their engagement in leadership and governance roles.

2. Who can apply?

Community organisations delivering sport and active recreation programs anywhere in Victoria may apply.

Applicants must:

- be a non-government, not-for-profit organisation and be 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 the *Fair Play Code*
- have satisfactorily met reporting requirements on any previous or existing grants received from Sport and Recreation Victoria.

If you are unsure of your eligibility to apply for this scholarship, please contact the Office for Women in Sport and Recreation at ChangeOurGame@sport.vic.gov.au

Please note that eligibility does not guarantee the success of your application.

3. What types of activities might be funded?

The *Change Our Game Community Activation Grants* are designed to support local initiatives. Favourable consideration will be given to projects that are supported by financial contributions from the applicant or other project partners in addition to the proposed grant amount.

Activities that will be funded are not limited to female-only events, but also include events that are open to the whole community (men and boys as well as women and girls).

The types of activities that could be funded include:

- networking events
- education sessions
- events that showcase achievements of women and girls in sport and active recreation, or showcase best practice in promoting gender equality
- community forums focused on sharing experiences and developing collaborative strategies.

3.1. What will not be funded?

The *Change Our Game Community Activation Grants* will not fund the following:

- community sporting events or competitions without a focus on furthering gender equity
- uniforms or equipment (including IT and software)
- ongoing or recurrent costs of an organisation (for example, salaries for ongoing positions, rent, electricity and other utilities)
- fixed playing surfaces and structures (for example, synthetic pitch, goal posts)
- capital expenditure including the purchase of land (for example, permanent shade structures, permanent fencing, fixed lighting, permanent practice wickets, ramps and other permanent structures)
- repair of equipment, structures and playing surfaces (for example, golf course, turf wicket pitch)
- non-playing/participation equipment (for example, public address systems, banners, trophies, videos, sunshades, gazebos, carpet/lino, clubroom items, wicket covers, scoreboards, GPS, computers and IT equipment)
- canteen items (for example, microwave ovens, soft drink, food, alcohol, cooking utensils)

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 Health and Human Services which sets out the conditions and reporting requirements
- sports clubs, leagues or associations who are grant recipients must adhere to 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 the code during the life of the project and agree to carry out its requirements
- the project must be completed within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department of Health and Human Services
- 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 Health and Human Services 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
- grants to recipients (or fund managers) not registered for GST will be made exclusive of GST.

5. What is the application process?

There are some important steps to consider before submitting an application to the *Change Our Game Community Activation Grants Program*.

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organisation and the proposed activity are eligible.

Step 2: Apply online using My Grants

To apply, see grants and funding <http://www.sport.vic.gov.au/grants-and-funding> on the Sport and Recreation Victoria website.

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 the department 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 – 5pm weekdays.

Attaching required information

You can attach documents to your online application as long as they are in an acceptable file type (eg 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.

Applications must be submitted by 11:59pm on 18 May 2018.

If you are unsure of your eligibility to apply for this scholarship or have other questions about the application process, please contact the Office for Women in Sport and Recreation at ChangeOurGame@sport.vic.gov.au

6. How will applications be assessed?

Eligible applications will be assessed based on responses provided in the application form. Applications will be assessed against the criteria listed in section 6.2.

Eligibility does not guarantee the requested amount will be granted. It is expected that more applications will be received than can be funded.

A *Change Our Game Community Activation Grants* assessment panel will be convened to assess the applications. The panel will include representatives from Sport and Recreation Victoria, the Office for Women in Sport and Recreation and VicSport.

6.1 Program timelines

Applications will be open from 20 April to 18 May 2018.

Milestone	Date
Applications open	20 April 2018
Applications close	11.59pm 18 May 2018
Announcement of successful applicants	June 2018
Funding agreements signed	From June 2018

6.2. Assessment criteria

Applications will be assessed based upon how well the proposal addresses the *Change Our Game* priorities.

In your proposal, please outline:

- how the grant will benefit the club (e.g. outline what receiving the grant would mean to the club and its members)
- how the proposed event supports *Change Our Game* priorities by increasing participation and/or advancing leadership opportunities for women and girls in sport and active recreation (as outlined in section 1)
- if your proposed event will involve a financial contribution from your organisation or any other funding partners, please provide details about this arrangement.

7. Conditions that apply to applications and funding

7.1 Funding agreements

Successful applicants must enter into a Funding Agreement with the Department of Health and Human Services. Funding Agreements establish the parties and outline their commitments and obligations to each other, as well as setting out the general funding terms and conditions. It is recommended that applicants review the Department of Health and Human Services standard terms and conditions before applying.

The agreement establishes the parties and their commitments and obligations to each other and sets out the terms and conditions of funding. It is recommended that you view the terms and conditions that can be found on the Sport and Recreation Victoria website at <http://www.sport.vic.gov.au/>

7.2 Conditions of funding

- state sporting associations and state sport and recreation bodies who are grant recipients must adhere to the *Fair Play Code* and comply with the expectations of the Victorian Anti-doping Policy 2012. For more information see Fair Play Code at <http://www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- The project or event must be completed within the timeframes agreed upon in the application process. Any unspent funds must be returned to the Department of Health and Human Services.
- Funds must be spent on the project as described in the application. Any proposed variation to the approved project must be submitted to the Office for Women in Sport and Recreation for approval prior to implementation.
- Grants to organisations not registered for GST will be made exclusive of GST.
- Recipients of *Change Our Game Community Activation Grants* must:
 - Advocate *Change Our Game* campaign initiatives
 - Provide a case study of the program or event
 - Acquittal – pending grant making process

7.3 Acknowledging the Victorian Government's support and promoting successes

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Change Our Game Community Activation Grants* Program.

Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through the *Change Our Game* logo being published 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 and case studies for the department's marketing materials and communication channels.

7.4 Payments

Payments will be paid upfront to the organisation. After 12 months from receiving the funding, any unspent funds must be returned to the Department of Health and Human Services.

7.5 Privacy

Any personal information about you or a third party in your application will be collected by the department or a body within the department, for the purpose of grant administration. This information may be provided to other Victorian Government bodies for the purposes of assessing your application. This information may also be used by the Victorian Government to announce grants funding. 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 *Information Privacy Act 2000* (Vic) and other applicable laws.

8. Resources and additional information

The department is committed to protecting the privacy of personal information. You can find the Department of Health and Human Services Privacy Policy on the Department of Health and Human Services website at <https://www.dhhs.vic.gov.au/publications/privacy-policy>.

To enquire about access to information about you held by Department of Health and Human Services email the department's Freedom of Information unit or phone **(03) 9096 8449**.

Please contact a Sport and Recreation representative for any further enquiries.

