

CHANGE OUR GAME SCHOLARSHIP PROGRAM

Application Guidelines



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Message from the Minister for Sport, John Eren



Equality is a non-negotiable for the State Government – and we're working hard to change the game for women's sport in Victoria.

That's why we're proud to continue to deliver this unique and inspiring leadership program, designed to assist more women and girls reach the top, on and off the field.

Our *Change Our Game Scholarship Program* is helping to boost the number of women on boards and other leadership positions by providing greater development opportunities for Victorian women and girls.

Scholarships are targeted at women already working in sport and recreation organisations, who have fewer opportunities to set up and lead due to the male dominated nature of sport.

We are proud of the many women who we have already been supported through the *Change Our Game Scholarship Program*. Leadership opportunities from previous rounds have included the Australian Institute of Company Directors course, sport integrity courses, Women in Sport Leadership summits and leadership, media and communications training.

It is with great pleasure that I invite applications for the next round of the *Change Our Game Scholarship Program*, and look forward to continuing seeing more Victorian female leaders benefit from this game-changing initiative.

I encourage local sporting clubs and associations across the state to nominate women within their organisations, and work together to push for change and level the playing field for women and girls in Victoria.

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. Program description and objectives

1.1. What is the *Change Our Game Scholarship Program*?

The *Change Our Game Scholarship Program* is a Victorian Government funding program for women to access professional learning and development opportunities and enhance their skills in sport and recreation leadership and management.

Candidates for the scholarship program are to be nominated by recognised state sporting associations, state sport and recreation bodies, local government authorities and regional sports assemblies. Individuals cannot nominate themselves.

1.2. Why is the Victorian Government funding these grants?

In November 2015, the independent Inquiry into Women and Girls in Sport and Active Recreation delivered *A Five Year Game Plan* report (*Game Plan Inquiry*) making nine recommendations to the Minister for Sport, aimed at enhancing participation by women and girls in sport and active recreation and to increase engagement in leadership and governance roles. The Victorian Government adopted all nine Game Plan Inquiry recommendations.

The *Change Our Game Scholarship Program* aims to address recommendation 7 (to build an enabling environment through education and training) by increasing opportunities for women to access professional learning in sport leadership and management.

The *Change our Game Scholarship Program* will provide professional development opportunities to nominated candidates to undertake further training or study in leadership and management.

The Program aligns with the current Supporting Victorian Sport and Recreation investment with Vicsport for the LEAP and LEAD program.

2. Who can apply?

Applications can be submitted recognised entities of the department including:

- state sporting associations
- regional sports assemblies
- state sport and recreation bodies
- local government authorities.

In order to be eligible for a *Change Our Game Scholarship*, nominated candidates must:

- identify as a woman
- be aged 18 years or over
- live and work in Victoria
- be currently involved in either a paid or volunteer capacity in sport or recreation
- apply through an organisation, not as an individual.

Recognised organisations can nominate more than one candidate.

Individuals who have received a *Change Our Game Scholarship* in previous rounds are ineligible to apply again.

3. What types of activities might be funded?

The *Change Our Game Scholarship Program* will fund professional development activities that are aimed at enhancing skills in sport and recreation leadership and management. These activities may include, but are not limited to:

- organisational governance training
- working with boards and committees
- leadership skills and management training
- project or event management
- media and communications training
- sports administration training
- attending relevant conferences and workshops.

3.1. What will not be funded?

Funding is not available:

- to attend events as a competitor
- for coach development
- for professional development of staff that the organisation should reasonably fund as part of business as usual
- to supplement the recurrent or ongoing costs of an organisation
- to purchase equipment, including computer software.

4. What are the funding details?

The *Change Our Game Scholarship Program* has three categories. The following table outlines the categories and coinciding monetary value. The years of experience are intended as a guide only, and applicants applying for categories outside their years' experience in the sport and recreation sector will still be considered by the assessment panel.

Scholarship category		Scholarship Value
Category 1	< 3 years of experience in sport and recreation	up to value of \$2000
Category 2	3-5 years of experience in sport and recreation	up to value of \$5000
Category 3	5+ years of experience in sport and recreation with demonstrated management experience	up to value of \$10,000

5. What is the application process?

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

Step 1: Check your eligibility

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

Step 2: Apply online using My Grants

To apply, go to www.sport.vic.gov.au/grants-and-funding/our-grants/change-our-game-scholarship-program-0

A copy of the application questions can also be found at www.sport.vic.gov.au/grants-and-funding/our-grants/change-our-game-scholarship-program-0

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 5.00pm on 24 August 2018.

6. Timelines

Milestone	Date
Applications open	16 July 2018
Applications close	24 August 2018
Announcement of successful applicants	September 2018

6.1 Assessment Criteria

A *Change Our Game Scholarship Program* assessment panel will be convened to consider the applications.

Applications are competitive and will be assessed against:

- relevance of proposed activity to nominees professional development
- ability to outline the impact the activity could have on your organisation or the broader sport and recreation sector
- ability to link nominated course to individual's career and leadership aspirations.

Applicants must also provide all the relevant supporting documentation to secure grant funding.

6.2 Information you will need to provide as part of your application

Application Checklist

- Completed application form
- Letter of support for nominated candidate

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 at www.sport.vic.gov.au.

The following conditions will apply to organisations that receive a grant:

- state sporting associations and state sport and recreation bodies who are grant recipients must adhere to the *Victorian Fair Play Code* and comply with the expectations of the *Victorian Anti-doping Policy 2012*. For more information see Fair Play Code at www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code on the Sport and Recreation Victoria website.
- the activity must be completed within 12 months of receiving the grant. 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 Department of Health and Human Services for approval prior to implementation
- grants to organisations not registered for GST will be made exclusive of GST
- individual recipients of scholarships must agree to the recipient requirements:
 - advocate *Change Our Game* campaign initiatives
 - provide a case study of career development as a result of the *Change Our Game Scholarship*
 - complete a program evaluation form.

7.2. Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Change Our Game Scholarship 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 the department's marketing materials.

Nominating organisations will be provided with a social media template for the announcement of successful scholarship recipients.

7.3. Payments

Payments will be paid upfront to the organisation. The department is not responsible for enrolling nominees into their chosen courses. After 12 months from receiving the funding, any unspent funds must be returned to the Department of Health and Human Services..

7.4. 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 Statement online at www.dhhs.vic.gov.au/publications/privacy-policy on the Department of Health and Human Services website.

Enquiries about access to information about you held by Department of Health and Human Services should be directed to the department's Freedom of Information unit by phone (03) 9096 8449 or email dhsfoi@dhs.vic.gov.au

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

