

2022-23 Aboriginal Sport Participation Grant Program

Round 1

Application Guidelines



State
Government

Jobs,
Precincts
and Regions

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Accessibility

To receive this publication in an accessible format, please contact the Grants Information Line on 1800 325 206, using the National Relay Service 13 36 77 if required or email aboriginal.programs@sport.vic.gov.au.

Available at [Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/our-grants/aboriginal-sport-participation-grant-program) at <<https://sport.vic.gov.au/grants-and-funding/our-grants/aboriginal-sport-participation-grant-program>>.

Acknowledgement

We acknowledge the traditional Aboriginal owners of country throughout Victoria, their ongoing connection to these lands and water ways and we pay our respects to their culture and their Elders past, present and future. We acknowledge Aboriginal Self-Determination is a human right as enshrined in the United Nations Declaration on the Rights of Indigenous Peoples. We are committed to developing strong and enduring partnerships with Aboriginal communities that will contribute to growing a prosperous, thriving and strong Victorian Aboriginal community.

Aboriginal Sport Participation Grant Program

Message from the Minister for Community Sport



The Victorian Government is committed to creating new sport and recreation pathways and opportunities for Victorian Aboriginals. Sport and active recreation play an important part in the lives of Victorians.

It provides settings for social interaction, sharing common interests, achieving personal bests and community inclusion.

Key to this commitment is the creation of the Aboriginal Sport Participation Grant Program.

The Aboriginal Sport Participation Grant Program contributes to the Victorian Government's sport and active recreation policy priorities and provides a single-entry point for Aboriginal Victorians to access funding that will assist in addressing a range of barriers to community participation right across the state.

Sporting carnivals, local sporting clubs and associations and Aboriginal Community Controlled Organisations play a big part in shaping and supporting Aboriginal communities to participate in sport and active recreation.

Bringing communities, families and individuals to get involved in meaningful activity provides a socially valued role and creates a sense of community cohesion, connectedness and well-being.

This program reflects the Victorian Government's commitment to increase Victorian Aboriginal participation in sport and active recreation and ensures individuals, teams, clubs and associations have the ability to seek financial support through this tailored program.

I look forward to seeing more Victorian Aboriginals playing for or supporting their local community-based sporting clubs and Aboriginal Community Controlled Organisations, benefitting from the Aboriginal Sport Participation Grant Program.

The Hon Ros Spence MP
Minister for Community Sport

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Throughout this document the term 'Aboriginal' is used to refer to both Aboriginal and/or Torres Strait Islander Peoples. Unless noted otherwise, the term should be considered inclusive of both Aboriginal and Torres Strait Islander Peoples.

Program description and objectives

1. Why is the Victorian Government funding these grants?

The Aboriginal Sport Participation Grant Program (**Program**), administered by Sports and Recreation Victoria (**SRV**), Department of Jobs, Precincts and Regions (**Department**), contributes to the Victorian Government's sport and active recreation policy priorities and provides a single entry point for Aboriginal Victorians to access funding in relation to sport and active recreation that will assist in addressing a range of barriers to the community's participation in sport and active recreation across the state. Sporting carnivals, local sporting clubs, Aboriginal Community Controlled Organisations (**ACCOs**), Aboriginal community groups and sport and active recreation associations play a big part in shaping and supporting Victorian Aboriginals. This provides a socially valued role and creates a sense of community cohesion, connectedness and wellbeing.

These guidelines (**Guidelines**) relate to the first round (**Round**) of funding under the Program. Any funding given under the Round (**Grant**) will only be disbursed to applicants that meet the criteria set out in these Guidelines, submit applications that are successful and enter into a grant agreement (**Grant Agreement**) with the State of Victoria as represented by the Department.

2. What is the Aboriginal Sport Participation Grant Program?

The Program will assist Victorian Aboriginals to increase participation in sport and active recreation. Grants under the Program will be provided to:

- teams, clubs and associations to participate in Aboriginal sporting carnivals and tournaments;
- individuals, teams, clubs and associations to purchase uniforms and/or equipment;
- individuals to travel to and pay for accommodation expenses for athletes and coaches related to regional, state and national competitions or representative teams.

Grants will be provided for the following categories of expenditure:

Category 1 – Aboriginal sporting carnivals and tournaments

Grants of up to \$1,500 per application for teams, clubs and associations to pay for travel and accommodation costs to participate in Victorian or national Aboriginal sporting carnivals and/or tournaments.

Category 2 – Uniforms and/or equipment

Grants of up to \$1,000 per application for teams, clubs and associations and up to \$250 per Individual, for the purchase sporting uniforms and/or equipment.

Category 3 – Athlete participation support

Grants of up to \$750 per application for individuals (including athletes and coaches) to pay for travel and accommodation costs to compete or train in regional, state and national competitions or representative teams.

3. Who can apply?

Applications will be accepted from ACCOs and community organisations delivering sport and active recreation activities operating in Victoria. Organisations located close to state borders that have interstate members must contact the [Aboriginal Programs Team](mailto:aboriginal.programs@sport.vic.gov.au) <mailto:aboriginal.programs@sport.vic.gov.au> for guidance on eligibility.

Applicants that meet the criteria set out in these Guidelines and have received a grant under one or more previous rounds of the Program **may apply** under this Round.

4. Applicant eligibility

The applicant must meet all of the following seven criteria:

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),

at the time of submission of the application and, if successful, for the duration of the project unless 2.1 applies.

- 2.1 If the **applicant is not** an incorporated association, a company limited by guarantee or an Aboriginal and Torres Strait Islander corporation, it must nominate an auspice organisation to receive and auspice any grant funds paid in the event of a successful application. Attachment 1 of these Guidelines provides some options of organisations that can auspice grants applications.

In such instances, the **nominated auspice organisation must:**

- Be non-government and not-for-profit;
- Be operating in Victoria and registered as an incorporated association, public company limited by guarantee or an Aboriginal and Torres Strait Islander corporation;
- Meet all criteria described in sections 6 and 7 below;
- If the application is successful, enter into a Grant Agreement with the Department; and

- Receive and auspice the grant funds and ensure the funds are used as specified in the application and in accordance with the terms and conditions of the Grant Agreement.
3. The applicant must be delivering a sport or activity that is a person-centric physical activity. Organisations that encourage people to participate in traditional games, nature-based, outdoor activities (including sporting activities at camps) **are eligible** for funding.
 4. 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>.
 5. 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>.
 6. The applicant (and the auspice organisation if applicable) must have satisfactorily met reporting requirements on any grants previously received from the Department.
 7. If the applicant (or the auspice organisation if applicable) 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>.

5. Eligible expenditure and Grant amounts

5.1 Category 1 – Aboriginal sporting carnivals and/or tournaments

Grants of up to \$1,500 per application for travel and accommodation costs for teams (this includes players, coaches, team managers and officials) to compete in Victorian or national sporting carnivals and/or tournaments.

One application per team

Where an applicant wishes to apply for multiple teams, **a separate application must be submitted for each team.**

For example, the applicant must submit separate applications for each of the women's and men's teams to compete in a state-wide or national carnival and/or tournament.

Eligibility requirements

- All individuals within teams must identify as being Aboriginal and/or Torres Strait Islander.
- The team must participate in an Aboriginal sporting carnival and/or tournament during 2022 or 2023.
- All teams must reside in Victoria unless individuals are located close to state borders that participate in Victorian competitions / carnivals.

Eligible Expenses

- All costs (up to \$1,500) associated with travel and accommodation for teams to compete in Victorian or national sporting carnivals or tournaments

Ineligible Expenses

- Costs other than those directly related to travel and accommodation (for example: food, entrance fees and uniforms are excluded).
- Travel and accommodation expenses not for the purpose of attending the identified sporting event.
- Expenses incurred prior to the closing date of this Round.

5.2 Category 2 – Uniforms and/or equipment

Grants of up to \$1,000 per application for teams, clubs and associations and up to \$250 per individual, for the purchase of sporting uniforms and/or equipment.

One application per team

Where an applicant wishes to apply for multiple teams that require new uniforms and/or equipment, **a separate application must be submitted for each team.**

For example, the applicant must submit separate applications for the women's and men's teams for uniforms and/or equipment.

Eligibility requirements

- All individuals and teams must identify as being Aboriginal and/or Torres Strait Islander.
- All individuals and teams must reside in Victoria unless individuals are located close to state borders that participate in Victorian competitions / carnivals.
- Individuals who are recipients of this category must keep the purchased uniforms and/or equipment.

Eligible Expenses

- Eligible uniform and equipment expenditure may include but is not limited to:
 - Jumpers
 - Tracksuits
 - Socks
 - Boots
 - Sports bras
 - Bats
 - Match balls
 - Team equipment kits
 - Items for cultural and/or ceremonial purposes
 - Protective equipment including gloves, helmets and batting pads.

A complete list of eligible uniform and equipment items which can be purchased using Grant funds is located on the [Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/ourgrants/aboriginal-sport-participation-grant-program) <<https://sport.vic.gov.au/grants-and-funding/ourgrants/aboriginal-sport-participation-grant-program>>.

Ineligible expenses

- Uniforms or equipment purchased before the closing date of this Round.

5.3 Category 3 – Athlete participation support

Grants of up to \$750 per application for athletes and coaches to pay for travel and accommodation costs to compete or train in regional, state and national competitions or representative teams.

One application per individual

Please note that where an applicant wishes to apply for individuals competing in the same event or activity, **a separate application must be submitted for each participant.**

Eligibility requirements

- Athletes or coaches must identify as being Aboriginal and/or Torres Strait Islander.
- Athletes or coaches must reside in Victoria unless individuals are located close to state borders that participate in Victorian competitions / carnivals.
- Athletes or coaches must be invited or planning to compete in a regional, state or national sporting competition or for a representative team.

Eligible Expenses

- Costs associated with travel and accommodation to compete or train in regional, state and national competitions or representative teams.

Ineligible expenses

- Costs not directly related to travel and accommodation (for example: food, entrance fees or uniforms are excluded).
- Travel and accommodation expenses not for the purpose of attending the identified sporting event.
- Costs incurred prior to the closing date for applications under this Round.

6. What is the application process?

6.1 When will applications open and close?

Round 1

Applications Open: 12 July 2022

Applications Close: 16 August 2022

Outcomes to be notified: October 2022

Please note that the assessment process may take up to two months from the closing date. Applicants will receive written notification of the outcome of their application.

6.2 How will applications be assessed

The *Aboriginal Sport Participation Grants Program* includes a competitive application process. Eligibility does not guarantee success and it is expected that more applications will be received than what can be funded.

Applications are initially assessed according to the applicant's eligibility and subsequently:

- Adequacy of supporting documentation; and
- Responses to the assessment criteria.

If an applicant considers that their application has been incorrectly assessed, it may lodge a request for review. The applicant must email the [Aboriginal Programs Team](mailto:aboriginal.programs@sport.vic.gov.au) <mailto:aboriginal.programs@sport.vic.gov.au> and include the application reference number to request that the application be reviewed.

Assessment criteria

Applications will be assessed against the level of need for government funding for the project for which a Grant is sought. The assessment will focus primarily on the applicant's answers to the following questions:

- Why is there a need for this support in your community and why is a Grant required?
- How would this Grant make a difference and why?

Prioritised Funding

The *Aboriginal Sport Participation Grants Program* will **prioritise** funding for:

- applications where individuals or teams located in areas identified with high levels of socio-economic disadvantage (supported by 2016 Australian Bureau of Statistics Census data) or that can demonstrate circumstances of disadvantage.
- eligible applicants who have not previously received funding from the Program.
- applications that provide uniforms for active participants rather than for non-playing officials (e.g. team manager, coaches and officials).
- applications that demonstrate that the uniforms and equipment will be used repeatedly over time (for example by multiple members or teams).

- applications that have an identified event or league, such as an Aboriginal sporting carnival and/or tournament, where the uniforms or equipment will be used.

6.3 Supporting Documentation

All applications across all categories, must include a quote which corresponds to the items to be funded.

Quotes must:

- Be dated within the past twelve (12) months prior to the application submission date;
- Include details, such as the name and description, of the uniform, equipment or travel and accommodation costs to be funded;
- Include the quantity of items(s) to be funded;
- Include the individual and total cost of items(s), travel and accommodation to be funded;
- Where available, the quote must be provided by the service provider which the applicants intends to engage to use the grant funds (for example, if a rental vehicle is to be used for travel, a quote from the rental car operator).
- Include the supplier's business/company details (business name, Australian Business Number or website); and
- Be equal to, or greater than, the total amount requested in the application.

Quotes provided in the form of website shopping carts or screen shots are acceptable, provided they contain all the above information.

Letters of support:

Letters of support for the intended recipients will be accepted and can be uploaded in the attachments area of the application form. Letters could be from an Aboriginal traditional owner group or a local Aboriginal community.

7. Submitting an application

There are some important steps to consider before submitting an application.

Step 1: Check your eligibility

Check sections 2 and 4 of these Guidelines to identify if your organisation is eligible for funding. Ensure you have all required information and documents as outlined in section 6.2 and 6.3.

It is recommended that you contact the [Aboriginal Programs Team](mailto:aboriginal.programs@sport.vic.gov.au) <mailto:aboriginal.programs@sport.vic.gov.au> to discuss your project prior to submitting an application.

Step 2: Apply online using the DJPR Online Grants portal

Applicants must **submit a completed** 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/ourgrants/aboriginal-sport-participation-grant-program) <https://sport.vic.gov.au/grants-and-funding/ourgrants/aboriginal-sport-participation-grant-program>. 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>.

Applications must be submitted before the advertised closing date and time to be considered. An automated email, confirming the application submission and reference number, will be sent following successful submission of the application. **If the application confirmation email is not received, applicants should email the [Aboriginal Programs Team](mailto:aboriginal.programs@sport.vic.gov.au) <mailto:aboriginal.programs@sport.vic.gov.au> immediately.**

Please quote the application reference number in all correspondence relating to the application.

Attaching documents

Please note the following points when attaching any document to an application:

- Acceptable file types include Word, Excel, PDF or JPEG only. No other file formats are readable to Department staff;
- Attachments cannot exceed the maximum file size of 5MB per document; and
- When preparing and submitting the application online, check carefully to ensure all attachments have been uploaded.

7.1 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 enter into the Grant Agreement, if successful;
- 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;
- Any generic responses to questions in the application may detract from success in the application assessment stage, such as responses that do not explicitly address matters relating to a particular applicant;
- 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. Funding Conditions

8.1 Assessment

The Department may make any decision it deems fit in relation to an application made under the Program and is not required to ascribe any particular weighting to any of the assessment criteria in relation to the assessment of any application.

8.2 Conditions of funding for successful applicants

The following conditions will apply to those whose applications have been successful:

- The entity that is to manage Grant funds (See section 4) must enter into a Grant Agreement with the State of Victoria as represented by its Department

of Jobs, Precincts and Regions which sets out the conditions and reporting requirements.

- Grant Agreements bind the parties and set out their commitments and obligations to each other and set out the general terms and conditions of funding.
- Different terms and conditions may apply to different types of grants and grant recipients. The terms and conditions contained in the Grant Agreement are not negotiable.
- Funds must be spent by a Grant recipient within 12 months of receipt of the Grant. Any unspent funds must be returned to the Department.
- The Grant must be spent on the activity as described in the successful application. Any proposed variation to the activity as set out in the Grant Agreement must be submitted to the Department for approval prior to implementation.
- Grant recipients without an Australian Business Number (ABN) must provide a completed statement by a supplier form (as published by the Australian taxation office) indicating that no tax is or will be withheld from any Grant payments.

8.3 Acknowledging the Government's support and promoting success

Successful applicants must acknowledge the Victorian Government's support through the provision of a Grant from the Aboriginal Sport Participation Grant Program. Promotional guidelines can be found on the [Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/ourgrants/aboriginal-sport-participation-grant-program) <<https://sport.vic.gov.au/grants-and-funding/ourgrants/aboriginal-sport-participation-grant-program>> and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity-related publications, media releases and promotional material.

8.4 Evaluation

Entities managing the funding and the people benefiting from the Grant may be required to contribute information on activity outcomes for use in program evaluation reviews or the Department's marketing materials.

The evaluation surveys may be required for up to 18 months following the issue of the Grant. This is a non-negotiable requirement for all grant recipients in the program. Non-compliance could impact future applications to the Department's programs.

8.5 Payments

Payments will be made in accordance with the Grant Agreement as long as:

- The Grant Agreement has been signed by both parties;
- Grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected;
- 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; and

- All terms and conditions of funding continue to be met.

Nothing in this section 8.5 in any way limits the rights of the Department arising under a Grant Agreement or under law.

8.6 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 a Grant Agreement with the Department, applicants under auspice arrangements where an auspice organisation enters into a Grant Agreement with the Department and auspice organisations that enter 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 (for example paid invoices for uniforms or participation equipment purchased, costs associated with travel etc). 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 *Aboriginal Sport Participation 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.

8.7 Department's reserved rights

Notwithstanding anything to the contrary in these Guidelines, the Department reserves the right to do any or all of the following, in its absolute discretion, at any time for any reason with or without notice:

- suspend or cancel the Program;
- withdraw, amend or replace these Guidelines and any application terms;
- suspend or cease the assessment of any application; or
- withdraw any offer it has made to a successful applicant to enter into a Grant Agreement and provide a Grant.

9. 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>.

10. Resources and additional information

For preliminary information on this or any other grant program please contact the Sport and Recreation Victoria call centre on 1800 325 206 for the cost of a local call (except from a mobile phone) on any weekday between 9am and 5pm (except for public holidays).

Attachment 1 - Auspice Organisations

Please note that applicants that require support securing an auspice can contact the Sport and Recreation Victoria call centre on 1800 325 206 between 9am and 5pm Monday to Friday (except for public holidays) advising they require an auspice organisation.

The call centre will refer the individual or team onto the Aboriginal Programs team at Sport and Recreation Victoria. The Aboriginal Programs team will advise the individual or team what the process is when entering into arrangements with an auspice organisation.

SRV-recognised Regional Sports Assembly	Contact Name	Contact Details
GippSport	Daniel Poynton	Email: daniel@gippsport.com.au Phone: 0402 350 920
Mallee Sports Assembly	Carmel McKay	Email: carmel@malleesportsassembly.org.au Phone: 03 5021 3464
Wimmera RSA	David Berry	Email: davidb@wrsa.org.au Phone: 5382 4599