

Community Sport Sector COVID-19 Short-term Survival Package

Supporting the Victorian community sports sector throughout COVID-19

Application guidelines

Authorised and published by the Victorian Government, 1 Treasury Place,
Melbourne.

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Available at [Sport and Recreation Victoria's website](#)

What is the Community Sport Sector COVID-19 Short-term Survival Package?

The community sport sector is integral to driving participation and competition in sport and active recreation in Victoria. Participation in community sport improves the physical and mental health of Victorians of all ages and enriches social and community cohesion. Community sport services are provided on an equitable, diverse and inclusionary basis. This ensures that the opportunity to participate in sport is available to the majority of Victorians, improving the wellbeing of disadvantaged population groups and low socio-economic and rural areas.

The sector has been heavily impacted by the COVID-19 pandemic. This short-term survival program is designed to support the ongoing operational viability of the community sport and active recreation sector throughout the COVID-19 shutdown period and beyond, ensuring organisations are equipped to recommence the delivery of their activities to the community following the lifting of restrictions.

The *Victorian Community Sport Sector Short-term Survival Package* provides grants to support the operational viability of community sport and active recreation organisations impacted by the COVID-19 pandemic.

The program model will be delivered through the following streams:

- **Stream 1: State-wide Operational Sustainability** funding for State Sporting Associations, State Sport and Recreation Bodies, Regional Academies of Sport and Regional Sports Assemblies.
- **Stream 2: Grassroots Operational Support** funding for community sporting and active recreation organisations including associations, leagues and clubs, to maintain operational viability.

Applications will be accepted from 25 May 2020 until program close on 15 June 2020, or until the funding allocation is exhausted.

Who can apply?

The *Victorian Community Sport Sector Short-term Survival Package* is a program for community sport and active recreation organisations operating within Victoria.

Target organisations for this program are:

- **State Sporting Associations (SSAs)** – there are 78 recognised SSAs in Victoria. SSAs are the pre-eminent governing bodies for sport in Victoria and are responsible for the development of their sport within the state, from community participation and competitions through to high performance. A full list of SSAs is at <https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sporting-associations>
- **Associations and Leagues** – there are more than 400 associations and leagues affiliated with recognised SSAs who administer programs and competitions. There are also associations and leagues that administer programs and competitions independently of SSAs, for example the Victorian Churches Football Association. An association or league is comprised of member clubs and administers the competition between these clubs over the course of a season.
- **Clubs** - there are approximately 8,000 sport and active recreation clubs affiliated with recognised SSAs and an estimated 4,000 other sport and active recreation clubs throughout Victoria. Clubs are not-for-profit incorporated associations delivering recreational, instructional and/or competitive physical activity opportunities to community participants.
- **Regional Academies of Sport** – there are six Academies based in Victoria. They assist in the development of Victoria's regional elite athletes. Athletes (both able-bodied and athletes with a disability) from a wide range of sports receive high-performance services through scholarship programs.
- **Regional Sport Assemblies** - there are nine Regional Sport Assemblies in Victoria that provide volunteer support, information and training and development opportunities to local clubs in rural and regional Victoria and provide a vital link between local clubs and state and national bodies.
- **State Sport and Recreation Bodies (SSRBs)** – there are 33 State Sport and Recreation Bodies. They are classified as not-for-profit organisations that are active in the sport and recreation sector but do not govern a sport. These bodies either work with particular cohorts (e.g. multicultural groups and disability groups), work as a peak organisation in the sector, advance an aspect of the sector (e.g. aquatic environments) or develop broader recreational

pursuits (e.g. camping or nature play). A full list of SSRBs is at <https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sport-and-recreation>

Level of funding available

The funding available is presented in **Error! Reference source not found.** below. Note:

- The Minister for Community Sport may allocate funding to a grant recipient above the nominated cap to deliver the objectives of the program.
- Eligible expenditure may be funded across all program streams at the discretion of the Minister for Community Sport.

Table 1. Program funding available

Program		Level of funding available (\$m)
Stream 1 Statewide Operational Sustainability	Category 1: Large State Sporting Associations ¹ (SSAs)	Up to \$350,000
	Category 2: All other SSAs, Regional Sports Assemblies, Regional Academies of Sport and other State Sport and Recreational Bodies ²	Up to \$200,000
Stream 2 Grassroots Operational Support	Category 1. Associations and Leagues	Up to \$15,000
	Category 2: Community organisations delivering sport and active recreation	\$1,000 each

Stream 1 will prioritise support to organisations impacted by COVID-19 restrictions demonstrating:

- loss of revenue
- draw down of available cash reserves
- ineligibility for support announced through other Commonwealth and State stimulus packages, or inadequate support to ensure operational viability.

Stream 2 Category 1 will provide support to Associations and Leagues impacted by COVID-19 restrictions demonstrating:

- loss of revenue
- ineligibility for support announced through other Commonwealth and State stimulus packages, or inadequate support to ensure operational viability.

Stream 2 Category 2 will provide support to community organisations delivering sport and active recreation programs anywhere in Victoria to support operational viability.

¹ Based on 2020 Vicsport survey data, 'Large SSAs' are defined as those with revenue of greater than \$1m per annum and greater than 20 employees.

² Based on 2020 Vicsport survey data, "All other SSAs and other state sport and recreational entities" are defined as those with revenue of less than \$1m per annum or less than 20 employees

Stream 1

Purpose of Funding

The funding under Stream 1 is to support the operational viability of the following organisational types: State Sporting Associations, State Sport and Recreation Bodies, Regional Academies of Sport and Regional Sports Assemblies.

Funding will support:

- operational sustainability over the period 1 March 2020 to 31 August 2020 and,
- planning and preparation of a Return to Play plan.

Application process

Applications will be accepted through the DJPR Online Grants portal:

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

Eligibility

To be eligible for funding under Stream 1, organisations must meet the following criteria:

- Demonstrate the organisation is recognised (or is in the process of gaining recognition) as a State Sporting Association (SSA), State Sport and Recreation Body (SSRB) or peak body
- Be non-government, not-for-profit and registered as an incorporated body as at 1 March 2020 and for the duration of the funding. 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* (or) 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 <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Comply with the expectations of the *Victorian Anti-doping Policy 2012* found at <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Have satisfactorily materially met reporting requirements on any grants previously received from Sport and Recreation Victoria to the satisfaction of the Department
- Submit its most current annual report and audited financial statements
- Implement and maintain policies relating to member protection and child safe standards
- Achieved and maintain 40 per cent women on their board or have an Office of Women in Sport and Recreation approved work plan to meet this requirement
- Demonstrate a commitment to gender equality and inclusion of underrepresented groups including disability, CALD and socio-disadvantaged cohorts
- Have applied for all other relevant State and Commonwealth Government COVID-19 assistance packages, where eligible, before seeking funding under this program. A summary of available assistance packages is provided in Appendix A.

Eligible Expenses

Eligible expenses are those that have been paid, are unavoidable during the eligibility period (1 March to 31 August 2020) and are essential to maintain operational viability.

Eligible expenses can only be claimed from this fund where they cannot be funded via an alternative funding source or an application for this support has been unsuccessful (e.g. National Sporting Organisation, Commonwealth Government, Local Government). Eligible expenses that are being subsidised or waived through other support cannot be claimed.

Further information on eligible and ineligible expenses is provided in Appendix B.

Assessment

Funding requirements during the eligible period will be assessed based on evidence of demonstrated need, including an assessment and validation of revenue and expenditure. All financial information provided in support of an application will be independently assessed by a financial analyst.

Assessment Process

Assessment of applications will follow a three-step process as outlined below:

1. A check of the organisation's details and eligibility against the criteria outlined above.
2. An assessment of the financial information by an external expert financial analyst. Information provided by this assessment will be provided to a Department of Jobs, Precincts and Regions (DJPR) assessment panel comprised of Sport and Recreation Victoria staff for its consideration.
3. The DJPR panel recommends a total grant amount based on the financial analyst's report and other information provided in the application. Applications will be assessed against each of the assessment criteria listed below.
4. DJPR recommendations will be submitted to the Minister for Community Sport for consideration and approval.

Assessment Criteria

1. Need for Victorian Government funding

This assessment will consider:

- the impact of the COVID-19 restrictions on organisational revenue, staffing and use of cash reserves
- efforts to minimise expenditure, including deferring discretionary projects, while maintaining core activities
- eligibility and access to other government grants.

2. Continued operational viability and ability to 'Return to Play' of the organisation³

This assessment will consider:

- the organisation's level of financial viability prior to COVID-19 restrictions
- projected profit and loss (projected income) for 2019/20 financial year
- identified eligible expenses for the period 1 March to 31 August 2020
- the organisation's capacity to assist its associations and clubs (where relevant)

33 <https://sport.vic.gov.au/our-work/return-to-play>

Error! Reference source not found.2 provides more information on the evidence required to determine your organisation’s funding application. Further details on these criteria is available in *Appendix B*.

Table 2. Assessment elements and evidence required

Assessment element	Evidence required
Financial viability of the organisation prior to COVID-19 restrictions	Organisation’s audited financial statements that demonstrates they were financially viable prior to the COVID-19 restrictions.
Loss of revenue resulting from COVID-19 restrictions	A prepared cashflow statement to 31 December 2020 that shows the expected reduction in total annual revenue (excluding grant funding) resulting from the COVID-19 restrictions during the eligibility period
Use of existing cash reserves	Organisation can demonstrate that existing cash reserves have been utilised to the extent possible. Assessments will allow for 25% retention as working capital unless evidence can be provided that amounts above 25% are contractually committed but not yet utilised.
Internal reprioritisation	Organisations will need to list actions taken to minimise expenditure, including deferring discretionary internal projects, while maintaining core activities as required
Other grant funding	Organisation can provide evidence of an application for other state and federal funding support (where eligible) to offset the impact of COVID-19 and, if relevant, demonstrate that additional support is required.
Impact on staffing levels	Applications must provide evidence of the number of employees pre and post COVID-19 (where applicable). This will be assessed against similar sized organisations.
Assistance for associations and clubs	Applications must include a statement of how organisations are assisting their associations and clubs, for example through communication and education during the eligible period and planning for post-COVID-19

Conditions of funding

The following conditions apply:

- Funding provided will be based on the minimum amount required to sufficiently support the organisation’s operational viability during the eligibility period.
- Funds will be required to be acquitted by 31 December 2020.
- Organisations will be required to prepare and provide a satisfactory Return to Play Plan by 30 June 2020.
- The organisation must commit to:
 - The retention of member connections during the period for the purpose of continued physical activity and continued member services
 - The development and maintenance of clear and consistent guidelines for participant, member, volunteer and employee re-engagement with play, training and competition
 - Membership, sponsorship and participant re-engagement plans, including return to competition
 - Training and development for business continuity and financial resilience
 - A review of governance and financial management of the funded organisation and its member associations, leagues and clubs
 - Adherence to Chief Health Officer and Victorian Government COVID-19 requirements and restrictions.

Application supporting material and documentation

To apply for funding under **Stream 1** each organisation is required to provide the following:

- A completed Application Form
- A completed Expenses and Income Template that will be provided through the Online Grants Portal
- The organisation's most recent audited financial statements
- Confirmation of your organisation's applications for JobKeeper or any other assistance as applicable
- The organisation's original budget and reforecast budget/cashflow forecast for 2020 showing expected loss of income and any adjustments to planned expenditure. This should include changes to staffing costs (reflecting any redundancies and JobKeeper payments) new COVID-19 grant revenue and any other changes.
- A list of actions taken to minimise expenditure.
- A statement listing assistance provided to associations and clubs (where relevant)

Stream 2 Category 1

Application process

Applications will be accepted through the DJPR Online Grants portal

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

Organisation eligibility

To be eligible for funding under Stream 2 – Category 1, organisations must meet the following criteria:

- Be an Association or League (including entities representing regions or districts) that is financially affiliated with, or can demonstrate the support of a recognised State Sporting Association, State Sport and Recreation Body or Regional Sports Assembly delivering sport and active recreation programs anywhere in Victoria
- Be non-government, not-for-profit and registered as an incorporated body at the time of application and for the duration of the funding.
- 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 (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 <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Comply with the expectations of the Victorian Anti-doping Policy 2012 found at <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Have satisfactorily materially met reporting requirements on any grants previously received from Sport and Recreation Victoria to the satisfaction of the Department
- Submit its financial statements
- Implement and maintain policies relating to member protection and child safe standards
- Funding will be provided based on the size of the organisation and the impact of the COVID-19 restrictions on its revenue.
 - Volunteer run Leagues and Associations with no fixed staff costs can apply for up to \$7,500.

- Leagues and Associations that have a payroll of less than \$650,000⁴ can apply for up to \$10,000 based on attestation of fixed costs exceeding funding available under the Business Support Fund and the JobKeeper program
- Organisations that have a payroll of more than \$650,000 can apply for up to \$15,000 based on attestation of fixed costs exceeding funding available under the JobKeeper program.

Impact eligibility

- Organisations that can attest existing cash reserves have been utilised to the extent possible (allowing for 25% retention as working capital)
- Organisations that can attest to ongoing eligible expenses as outlined in Appendix B
- Organisations that can attest that they cannot be funded via an alternative funding source and are not receiving sufficient income, including membership fees.

Impact of COVID-19 on Revenue

- Organisations that can attest to, and demonstrate a loss in revenue of 50% or more during the eligibility period of 1 March to 31 August 2020 will receive the maximum amount available to an organisation of its size
- Organisations that can attest to, and demonstrate a loss in revenue between 25% and 50% during the eligibility period of 1 March to 31 August 2020 will receive 75% of the maximum funding level available to an organisation of its size
- Organisations that can attest to, and demonstrate a loss in revenue of 25% or less during the eligibility period of 1 March to 31 August 2020 will receive 50% of the maximum funding level available to an organisation of its size

Access to other grants

- Organisations must not be eligible for the Victorian Government's Business Support Fund or must demonstrate additional fixed costs and loss of revenue above \$10,000
- Organisations must indicate if they received a payroll tax rebate

Conditions of Applying

- Financial support will be provided to keep the organisation operational, towards estimated fixed costs and essential salary costs incurred by the organisation during the eligibility period.
- Where a league/association is affiliated with an SSA/SSRB, the applicant will require a letter of support validating the level of funding requested from their relevant SSA/SSRB.
- Applicants must certify in writing that they meet the eligibility criteria and all efforts have been made to access other state and federal funding packages available for businesses impact by the COVID-19 restrictions
- Applicants will be subject to audit by the Victorian Government or its representatives and will be required to produce evidence (such as payroll reports to demonstrate impact) at the request of the Victorian Government for a period of four years after the grant has been approved.
- If any information in applications is found to be false or misleading, or grants are not applied for the purposes of the businesses in accordance with the terms of funding as set out in these guidelines and attached application, the grant will be repayable on demand.

⁴ Victorian businesses do not have to pay payroll tax if their total annual payroll is under \$650,000. Note that Victorian Government is providing full payroll refunds for the 2019-20 financial year to small and medium businesses with a payroll of less than \$3 million.

If your company is part of a group of companies that is registered for payroll tax and will receive the payroll tax refund [announced as part of Government's \$1.7 billion Economic Survival Package], your company is ineligible for this funding program.

Application supporting material and documentation

To apply for funding under **Stream 2 Category 1** each organisation is required to provide the following:

- A completed Application Form
- Where affiliated, a letter of Support from SSA/SSRB
- The organisation's original budget and reforecast budget/cashflow forecast for 2020 showing expected loss of income. A template will be provided in the Online Grants Portal.

Stream 2 Category 2

Application process and eligibility

Applications will be accepted through the DJPR Online Grants portal

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

To be eligible for funding under Stream 2 – Category 2 organisations must meet the following criteria:

- Be a community organisation delivering sport and active recreation programs anywhere in Victoria
- Be non-government, not-for-profit and registered as an incorporated body at the time of application and for the duration of the funding.
- 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 (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 <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Comply with the expectations of the Victorian Anti-doping Policy 2012 found at <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>
- Have satisfactorily materially met reporting requirements on any grants previously received from Sport and Recreation Victoria to the satisfaction of the Department
- Implement and maintain policies relating to member protection and child safe standards

Conditions of Applying

- Financial support will be provided to assist the organisation remain operational during the eligibility period, and to support readiness to return-to-play in adherence with Victorian Chief Health Officer restrictions and advice. For more information, see: <https://sport.vic.gov.au/our-work/return-to-play>
- Funding can be used for fixed costs (e.g. rent/utilities/insurance), essential salary costs (not match/player/coach payments) and any other costs that keep the club viable and ready to function once restrictions ease.

Application supporting material and documentation

To apply for funding under **Stream 2 Category 2**, an organisation is required to provide:

- A completed Application Form

Right of Amendment

- The Department of Jobs, Precincts and Regions reserves the right to amend these guidelines and application terms as required.

Post Project Evaluation

Recipients of this grant program may receive an evaluation survey regarding their grant from the Department and will be required to participate in program evaluation activities, if requested.

Confidentiality

Any personal information provided by the Applicant or a third party in an application will be collected by the Department for the purpose of program administration. This information may be provided to other Victorian Government bodies for the purposes of assessing applications. If confidential personal information about third parties is included in an application, Applicants are required to ensure that the third party is aware of the contents of this Privacy Statement.

Any personal information collected, held, managed, used, disclosed or transferred will be held in accordance with the provisions of the *Information Privacy Act 2000* (VIC) and other applicable laws.

The Department of Jobs, Precincts and Regions, is committed to protecting the privacy of personal information. The Department's Privacy Policy can be found online at <https://djpr.vic.gov.au/>. Enquiries about access to information should be directed to the Department's Privacy Unit by phone on (03) 9651 9749 or email privacy@ecodev.vic.gov.au.

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).

Appendix A – State and Federal Government COVID-19 support

Victorian Government grant funding and support programs

	Business Support Fund	Payroll tax refund for Business	Land tax relief for land subject to commercial and residential leases	Land tax payment deferral
Description	<ul style="list-style-type: none"> One-off \$10,000 payment per business for small and medium enterprises 	<ul style="list-style-type: none"> Full payroll tax refunds/waivers for 19-20 financial year and option to defer any payroll tax for the first three months of 20-21 financial year until 1 Jan 2021 	<ul style="list-style-type: none"> 25 per cent discount on land tax to commercial and residential landlords that provide rent relief to affected tenants who have been affected by Covid-19. 	<ul style="list-style-type: none"> Deferral of 2020 land tax payment to be paid between 1 Jan 2021 – 31 March 2021
Size of business	<ul style="list-style-type: none"> Turnover of more than \$75,000 Payroll of less than \$650,000 	<ul style="list-style-type: none"> Payroll (annual taxable wage bill) between \$650,000 and \$3 million 	N/A	<ul style="list-style-type: none"> Land owners that have at least one taxable non-residential property and total taxable landholdings below \$1 million
Reduction in turnover	<ul style="list-style-type: none"> No numeric criteria but must demonstrate they have been "subject to closure or highly impacted" by restrictions 	N/A	N/A	N/A
Exclusions	<ul style="list-style-type: none"> Companies that are part of a group of companies that is registered for payroll tax and will receive the payroll tax refund 	N/A	N/A	N/A
Other eligibility criteria	<ul style="list-style-type: none"> Holds an ABN and held it at 16 March 2020 Employs people 	<ul style="list-style-type: none"> Includes employers that are a member of a group (eligibility threshold applies to each employer individually) 	<ul style="list-style-type: none"> All or part of the property is rented or available for lease Commercial tenants must be eligible for Jobkeeper and have an annual turnover of less than \$50 million Commercial landlords must provide rent relief in proportion to the tenant's loss in turnover Residential landlords must pass on the equivalent amount in rent relief to the tenant 	N/A

Federal Government grant funding and support programs

	Jobkeeper	Boosting cash flow for employers	Supporting the flow of credit (Coronavirus SME Guarantee Scheme)	Supporting the flow of credit (Quick and efficient access to credit for small businesses)
Description	<ul style="list-style-type: none"> \$1,500 per worker per fortnight paid directly to organisations to support them to pay staff wages. Businesses are required to pass on the payment to workers in full and effectively sets a minimum wage for employees of \$1,500 per fortnight. 	<ul style="list-style-type: none"> Two payments to be made, the first from 28 April, the second from June to September Each payment equal to 100% of salary and wages withheld, minimum of \$10,000 and maximum of \$50,000 (each) 	<ul style="list-style-type: none"> 50% loan guarantee for new unsecured loans to be used for working capital Maximum loan of \$250,000 for up to three years Repayment-free for six months 	<ul style="list-style-type: none"> Helps small businesses access credit quickly Exemption from responsible lending obligations for lenders providing credit to existing small business customers Available for 6 months
Size of business		<ul style="list-style-type: none"> Aggregated annual turnover <\$50 million 	<ul style="list-style-type: none"> Turnover of up to \$50 million 	<ul style="list-style-type: none"> Turnover of up to \$50 million
Reduction in turnover	<ul style="list-style-type: none"> 30% if turnover <1 billion 50% if turnover >1 billion 15% if registered NFP or charity 	N/A	N/A	N/A
Exclusions	<ul style="list-style-type: none"> State government public entities (e.g. Trusts) 	N/A	N/A	N/A
Other eligibility criteria	<ul style="list-style-type: none"> Casuals must have been employed by the entity for a year or more 	<ul style="list-style-type: none"> Made payments to employees subject to withholding Must lodge activity statement with ATO Businesses with connected entities or part of a group will have their eligibility assessed based on total aggregated turnover 	N/A	N/A

	Supporting business with apprentices and trainees	SME commercial leasing principles during Covid-19 Code	Rent relief for commercial tenants in government buildings (both State and Federal)
Description	<ul style="list-style-type: none"> Wage subsidy of 50 per cent of the apprentice or trainee's wage paid between 1 Jan 2020 and 30 Sep 2020 Maximum of \$21,000 per eligible apprentice or trainee 	<ul style="list-style-type: none"> Landlords must not terminate leases due to non-payment of rent Landlords must offer tenants proportionate reductions in rent (in waivers and deferrals, at least 50% of reduction must be in waivers) Reductions in statutory charges must be passed on 	<ul style="list-style-type: none"> Rent will not be charged in 2020 in both State and Federal Government owned buildings
Size of business	<ul style="list-style-type: none"> Businesses with fewer than 20 employees who retain an apprentice or trainee Employers of any size and Group Training Organisations that re-engage an eligible out-of-trade apprentice or trainee 	<ul style="list-style-type: none"> Tenant eligible for Jobkeeper with turnover up to \$50 million 	<ul style="list-style-type: none"> All non-residential tenants including NFPs
Reduction in turnover	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 15% for NFPs, 30% for other businesses 	<ul style="list-style-type: none"> N/A
Exclusions	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> Crown land that is being managed by a Committee of Management (CoM) unless the CoM is also a State government entity
Other eligibility criteria	<ul style="list-style-type: none"> Apprentice or trainee must have been in training with the business as at 1 March 2020 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Appendix B – Definitions and Evidence Required

Income

Audited financial statements will be required with all applications (except clubs). Bank statements must be provided with all applications.

Cash reserves

Assessments will allow for 25% retention as working capital unless evidence can be provided that amounts above 25% are contractually committed but not yet utilised (e.g. grants).

Eligible expenses

Eligible expenses are those that have been paid, are unavoidable during the eligibility period (1 March to 31 August 2020) and are essential to maintain operational viability.

Eligible expenses can only be claimed from this fund where they cannot be funded via an alternative funding source or an application for this support has been unsuccessful (e.g. National Sporting Organisation, Commonwealth Government, Local Government).

Eligible expenses that are being subsidised or waived through other support cannot be claimed (e.g. rent relief).

Evidence of the payment of an eligible expense must be provided. Payments that have been deferred and not yet paid are not eligible.

Priority distribution of grant funding is for entities that have a proven financial viability concern

Further information on each eligible expense is below.

Insurance

Applications must provide evidence in writing, on insurer letterhead, that the provider is not willing to waive insurance for the eligibility period.

Applications must also provide an invoice for, and proof of payment, of the policy.

If funding is provided to offset the expense of insurance, the recipient must not charge clubs or affiliates and must provide a rebate to clubs for insurance paid.

Employment

Applications must provide evidence of the number of employees pre and post COVID-19 (where applicable). This will be assessed against similar sized organisations.

Evidence of Jobkeeper applications and funding received should also be provided.

Affiliation fees

Applications must provide evidence in writing on with National Sporting Organisation or SSA letterhead that they are not willing to waive affiliation fees for the eligibility period.

An invoice for, and proof of payment of affiliation fees must also be provided.

If funding is provided to offset the expense of affiliation fees, the recipient must not charge clubs or affiliates and must provide a rebate to clubs for affiliation fees paid.

Funding will only be provided for Affiliation fees paid within the eligibility period.

Membership Income

Applications must provide:

- Evidence of the number of members in the most recent season
- Evidence of income per member in the most recent season
- Historic membership numbers and fees per member for the last five years
- A bank statement broken-down by income category including membership
- Forecast of membership refunds must be consistent with a publicly stated refund policy

Ineligible Expenditure

This program will not support:

- current or future payments made to participants/athletes/players in return for their participation in organisation's physical activities (e.g. match/coach/player payments)
- future affiliation fees due after the end of the eligibility period and not yet charged
- equipment or sporting uniforms of any sort
- 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)
- maintenance equipment (for example, lawn mowers, rollers, line markers, hose, compressors)
- purchase or leasing of vehicles (for example, boats, bikes, golf carts, jet-skis, go-karts), trailers and accessories
- any activity that delivers services to children