

# 2021-22 Aboriginal Sport Participation Grant Program

Application Guidelines

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### **Accessibility**

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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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# Program description and objectives

## 1. Why is the Victorian Government funding these grants?

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, Aboriginal Community Controlled Organisations, 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.

## 2. What is the Aboriginal Sport Participation Grant Program?

The Aboriginal Sport Participation Grant Program will assist Victorian Aboriginals to increase participation in sport and active recreation. Assistance is available for individuals, teams, clubs and associations to participate in Aboriginal Sport Carnivals, purchase Uniforms and Equipment, travel and accommodation expenses for athletes and coaches.

**The program has three categories:**

### **Category 1 – Aboriginal Sporting Carnivals**

Grants up to \$1,500 for travel and accommodation costs for teams to participate in State-wide or National Carnivals and/or tournaments.

### **Category 2 – Uniforms or Equipment**

Grants of up to \$1,000 for individuals, teams, clubs and associations to purchase sporting uniforms and/or equipment.

### **Category 3 – Athlete Participation Support**

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

## 3. Who can apply?

Aboriginal individuals and teams that are not affiliated with a club or association can apply for a grant in categories 1 and 2 but must have an arrangement with an organisation from the list attached to these guidelines to manage the grant funding on their behalf through a funding agreement with Sport and Recreation Victoria.

Aboriginal community groups that are not incorporated may also apply for a grant for their community members (Aboriginal individuals or teams) but must have an

incorporated association acting as an auspicing body to manage the funding on their behalf through a funding agreement with Sport and Recreation Victoria.

Incorporated sporting clubs and associations or Aboriginal Community Controlled Organisations may apply for a grant on behalf of the members (Aboriginal individuals or teams) and will be expected to manage the funding through a funding agreement with the Sport and Recreation Victoria.

#### 4. Requirements for organisations signing a funding agreement under this program

The following eligibility requirements apply to all organisations signing a funding agreement under this program, whether as an auspicing body or an incorporated association applying for a grant for their own individual members or teams.

Organisations must:

- be an Aboriginal Community Controlled Organisation or be a Victorian organisation listed in Attachment 1 or a community organisation delivering sport and active recreation programs anywhere in Victoria. Community organisations must be affiliated with a Sport and Recreation Victoria recognised State Sporting Association or State Sport and Recreation Body. The list of recognised bodies can be found on the [Sport and Recreation Victoria website](https://sport.vic.gov.au/our-work/industry-development/Sport-and-Recreation-Victoria-Recognised-Organisations/state-sport-and-recreation) <https://sport.vic.gov.au/our-work/industry-development/Sport-and-Recreation-Victoria-Recognised-Organisations/state-sport-and-recreation>
- be a non-government, not-for-profit and registered as an incorporated body at the time of application and for the agreement duration
- possess an Australian Business Number (ABN) or provide a completed Australian Taxation Office form (statement by a supplier) so that no withholding tax is required from the grant payment
- be an incorporated separate legal entity that can be sued in child abuse proceedings and be appropriately insured against child abuse if the funding is for the delivery of services to children. Further information about this requirement can be found on the [Department of Justice and Community Safety website](https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new) <https://www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new>
- if a sport or active recreation club or association, 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 on the [Sport and Recreation Victoria website](https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fairplay-code) <https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fairplay-code>
- if a sport or active recreation club or association, comply with the expectations of the Victorian Antidoping Policy 2012 found on the [Sport and Recreation Victoria website](https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping) <https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping>

- have satisfactorily met reporting requirements on any funding agreements with Sport and Recreation Victoria.
- be aware that it is a requirement of this grant that if an institution has been named in an application or receives a Notice of Redress Liability, they must join or intend to join the National Redress Scheme (the Scheme). For more information on the Scheme please visit the [NRS website](https://www.nationalredress.gov.au/about)  
<https://www.nationalredress.gov.au/about>

## 5. Eligibility and other requirements to apply

### Category 1 – Aboriginal Sporting Carnivals

Grants up to \$1,500 for travel and accommodation costs for teams (this includes players, coaches, team managers and officials) to compete in state-wide or national carnivals and/or tournaments.

Aboriginal teams not affiliated with a club, association or Aboriginal Community Controlled Organisation will need the support of an organisation from the list at Attachment 1 to auspice and manage the funding agreement for them.

#### One application per team

Please note that where a club, association or Aboriginal Community Controlled Organisation has multiple teams competing in the same event, **a separate application must be submitted for each team**. For example, the club, association or Aboriginal Community Controlled Organisation can apply for both women's and men's teams from their association competing in a state-wide or national carnival and/or tournament.

#### Eligibility requirements

- Be participating in an Aboriginal sporting carnival and/or tournament during 2021 or 2022 and must confirm the teams travel and/or accommodation bookings.
- Provide a break-down of costs using quotes prepared within the past twelve (12) months for the purpose of the grant. The quote must detail how the grant funds will be spent on travel and accommodation costs.
- If using an auspicing arrangement for another organisation to manage the funds, provide information and contact details of the person from the auspicing organisation.

#### The following are not eligible:

- Teams or individuals that have received funding from the Aboriginal Sport Participation Grant Program in the previous round.
- Applications from school sport and recreation clubs for current students.

#### How will applications be assessed?

Eligible applications will be competitively assessed against the program guidelines. Eligibility does not guarantee that an application will be successful.

Applications where individuals or organisations are located in areas identified with high levels of socioeconomic disadvantage, according to the Australian Bureau of Statistics Socio-Economic Indexes for Areas, will be given higher priority. Please note teams that are the beneficiary of the grant will need to provide the postcode of the club location. In the case that a team doesn't have a central location please provide a team member postcode. The postcode will be used as part of the assessment criteria.

Applications will be assessed for the level of need for government funding for these projects. 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 government funding required?
- Describe how this grant will make a difference and why?

### **Eligible Expenses**

- All cost associated with travel and accommodation

### **Ineligible expenses**

- Costs other than those for travel and accommodation (for example food, entrance fees or uniforms)
- Travel and accommodation expenses not for the purpose of attending the identified sporting event.
- Expenses incurred prior to the closing date of each round.

### **Category 2 – Uniforms or Equipment**

Grants of up to \$1,000 for individuals, teams, clubs and associations to purchase sporting uniforms and/or equipment.

### **One application per team**

Please note where a club, association or Aboriginal Community Controlled Organisation has multiple teams that require new uniforms and/or equipment, **a separate application must be submitted for each team.** For example, the club, association or Aboriginal Community Controlled Organisation can apply for both women's and men's teams from their association by submitting two separate applications.

### **Eligibility requirements**

- Individuals and teams using/owning the uniforms and/or equipment must reside in Victoria. Sport and active recreation clubs and associations located close to state borders with interstate members must contact the [Aboriginal Programs](mailto:aboriginal.programs@sport.vic.gov.au) <mailto:aboriginal.programs@sport.vic.gov.au> team for guidance on eligibility.
- Individuals and teams using/owning the uniforms and/or equipment must identify as being Aboriginal and/or Torres Strait Islander.

- Applications must provide a breakdown of costs using quotes prepared within the past twelve (12) months for the purpose of the grant. The breakdown of costs must include full details of what will be purchased, individual costs and total costs.
- Clubs and associations (except those listed at Attachment 1) applying to support Aboriginal teams can provide a letter of support on behalf of the individual or team for example, from a Traditional Owner group or local Aboriginal community.
- If using an auspicing arrangement for another organisation to manage the funds, provide information and contact details of the person from the auspicing organisation.

**The following are not eligible:**

- Teams or individuals that have received funding from the Aboriginal Sport Participation Grant Program in the previous round.
- Applications from school sport and recreation clubs for current students.
- University sport clubs that participate in inter-varsity competitions.
- Expenses incurred prior to the closing date of each round.

**How will applications be assessed?**

Eligible applications will be assessed against the program guidelines. Eligibility does not guarantee that an application will be successful.

Applications where individuals or organisations are located in areas identified with high levels of socioeconomic disadvantage, according to the Australian Bureau of Statistics Socio-Economic Indexes for Areas, will be given higher priority. Please note teams that are the beneficiary of the grant will need to provide the postcode of the club location. In the case that a team doesn't have a central location please provide a team member postcode. The postcode will be used as part of the assessment criteria.

Applications will be assessed for the level of need for government funding for these projects. The assessment will focus primarily on the applicant's answers to the questions:

- Why is there a need for this support in your community and why is government funding required?
- Describe how this grant will make a difference and why?

The assessment criteria will give higher priority to applications that provide uniforms for competitors and active participants rather than for non-playing officials e.g. team manager, coaches and officials.

The assessment criteria will give higher priority to applications that demonstrate that the uniforms and equipment purchased with the grant will be used repeatedly over time, for example by multiple members or teams.

The assessment criteria will give higher priority to 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.

### **Eligible Expenditure**

Expenditure must be on uniforms and/or equipment to be used in participating in a recognised sport discipline or active recreation activity.

Eligible uniform expenditure may include but are not limited to:

- Jumpers
- Tracksuits
- Socks
- Boots

Uniforms or equipment purchased before the closing date of each round will not be funded.

Eligible equipment expenditure may include but not be limited to:

- Bats
- Match balls
- Team equipment kits
- Protective equipment including gloves, helmets and batting pads.

### **Category 3 – Athlete Participation Support**

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

#### **One application per individual**

Please note where a club, association or Aboriginal Community Controlled Organisation has multiple individuals competing in the same event or activity, **a separate application must be submitted for each participant.**

### **Eligibility Requirements**

- Athletes or coaches using the grant for travel and accommodation costs must reside in Victoria. Sport and active recreation clubs and associations located close to state borders with interstate members must contact the [Aboriginal Programs](mailto:aboriginal.programs@sport.vic.gov.au) <mailto:aboriginal.programs@sport.vic.gov.au> team for guidance on eligibility.
- Athletes or coaches paying for travel and accommodation using the grant funds must identify as being Aboriginal and/or Torres Strait Islander.
- Athletes or coaches must be invited or planning to compete in a regional, state and national sporting competitions or representative teams.
- Athletes or coaches must be affiliated with a sport or active recreation club or association and the application must be submitted by that club or association.

- Provide a break-down of costs using quotes prepared within the past twelve (12) months for the purpose of the grant. The quote must detail how the grant funds will be spent on travel and accommodation costs.
- Sport and active recreation clubs and associations (except those listed at Attachment 1) applying to support Aboriginal teams can provide a letter of support on behalf of the individual or team from a Traditional Owner group or local Aboriginal community.
- If using an auspicing arrangement for another organisation to manage the funds, provide information and contact details of the person from the auspicing organisation.

**The following are not eligible:**

- Individuals that have received funding from the Aboriginal Sport Participation Grant Program in the previous round.
- Applications from school sport and recreation clubs for current students.
- University sport clubs that participate in inter-varsity competitions.
- Expenses incurred prior to the closing date of each round.

**How will applications be assessed?**

Eligible applications will be assessed against the program guidelines. Eligibility does not guarantee that an application will be successful.

Applications where individuals or organisations are located in areas identified with high levels of socioeconomic disadvantage, according to the Australian Bureau of Statistics Socio-Economic Indexes for Areas, will be given higher priority. Please note teams that are the beneficiary of the grant will need to provide the postcode of the club location. In the case that a team doesn't have a central location please provide a team member postcode. The postcode will be used as part of the assessment criteria.

Applications will be assessed for the level of need for government funding for these projects. The assessment will focus primarily on the applicant's answers to the questions:

- Why is there a need for this support in your community and why is government funding required?
- Describe how this grant will make a difference and why?

**Eligible expenses**

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

**Ineligible expenses**

- Costs other than those for travel and accommodation (for example food, entrance fees or uniforms).

- Travel and accommodation expenses not for the purpose of attending the identified sporting event.
- Costs other than those for travel and accommodation (for example food, entrance fees or uniforms)
- Travel and accommodation expenses not for the purpose of attending the identified sporting event.

## 6. What is the application process?

### 6.1 When will applications open and close?

Applications for 2021-22 will be considered in two assessment rounds.

#### **Round 1**

Applications open: 30 June 2021

Applications close: 4 August 2021

Outcomes to be notified: October 2021

#### **Round 2**

Applications Open: 18 October 2021

Applications Close: 12 December 2021

Outcomes to be notified: February/March 2022

### 6.2 Assessment

**Eligible applications will be assessed against the program guidelines.**

Eligibility does not guarantee success. It is expected that more applications will be received than can be funded.

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

## 7. Submitting an application

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

### **Step 1: Check your eligibility**

Check the detailed information contained in this guide to see if your organisation and your proposed activity is eligible. Other important information about this grant program and the application process can be found on the [Sport and Recreation 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>>.

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

## **Step 2: Apply online using the DJPR Online Grants portal**

Applications will only be accepted through the DJPR Online Grants portal. To access the portal, applicants will need to visit the [Sport and Recreation Victoria website](https://sport.vic.gov.au/grantsand-funding/our-grants/aboriginal-sport-participation-grant-program) <<https://sport.vic.gov.au/grantsand-funding/our-grants/aboriginal-sport-participation-grant-program>> and select the relevant hyperlink in the Apply Now section.

Make sure you have all the information you need on hand including required documents before commencing a new application through DJPR 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.

Once an application has been submitted it cannot be edited. If revisions are required, a new application must be submitted, and the old application must be withdrawn.

### **Advantages of applying online**

Submitting your application online through the DJPR Grants portal ensures it is received by Sport and Recreation Victoria immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Sport and Recreation call centre on 1800 325 206 between 9am and 5pm, Monday to Friday, excluding public holidays.

### **Attaching required information**

Applicants can attach documents to their online application as long as they are in an acceptable file type (e.g. Word, Excel, PDF, or JPEG) and don't exceed the maximum file size of 5MB.

## **7.1 Use of third-Party Grant Writers**

If a third-party grant writer is used:

- 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
- the Department of Jobs, Precincts and Regions reserves the right to seek proof of any data or information provided in the application
- no part of any approved grant amount can be applied to the costs of a third party grant writer
- applicants must provide a declaration letter on club letterhead acknowledging they have reviewed and accept the content of the application submitted

## **7.2 Declaration letter when using a third-party grant writer**

If a third party grant writer is used a declaration letter on club letterhead acknowledging they have reviewed and accept the content of the application submitted must be attached to the application.

## 8. Funding Conditions

### 8.1 Funding detail

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

- The organisation that is to manage the funds (See section 4) must enter into a funding agreement with the Department of Jobs, Precincts and Regions which sets out the conditions and reporting requirements
- Funding agreements establish the parties and their commitments and obligations to each other and set out the general terms and conditions of funding.
- Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable.
- Funds must be spent within 12 months of receipt of the grant. Any unspent funds must be returned to the Department of Jobs, Precincts and Regions
- Funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to the Department of Jobs, Precincts and Regions for approval prior to implementation
- Grant recipients (or fund managers) without an Australian Business Number (ABN) must provide a completed Statement by a supplier form so that no tax is withheld from any grant payments

### 8.2 Acknowledging the Government's support and promoting success

Successful applicants need to 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.

### 8.3 Evaluation

Organisations 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 12 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 of Jobs Precincts and Regions' programs.

### 8.4 Payments

Payments will be made as long as:

- The funding agreement has been signed by both parties

- Grant recipients provide reports as required, or otherwise demonstrate that the activity is progressing as expected
- Other terms and conditions of funding continue to be met.

## 9. Privacy

The Department of Jobs, Precincts and Regions is committed to protecting your privacy. We collect and handle any personal or health information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information with others for the purpose of assessment, consultation, and reporting. This can include departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 and other applicable laws.

The department is committed to protecting the privacy of personal information. Enquiries about access to personal information, or for other concerns regarding the privacy of personal information, can be emailed to the department's Privacy Unit at [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au). The department's privacy policy is also available by emailing the department's Privacy Unit.

## 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 individuals or teams that are not affiliated with a club or association must 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.

<b>Regional Sports Assembly</b>	<b>Contact Name</b>
GippSport	Daniel Poynton
Mallee Sports Assembly	Carmel McKay
Wimmera RSA	David Berry