

Sporting Club Grants Program - Event Costs Support Stream 2021-22

Application Guidelines



VICTORIA
State
Government

Jobs,
Precincts
and Regions

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Accessibility

To receive this publication in an accessible format, please contact the Sport and Recreation Call Centre 1800 325 206, using the National Relay Service 13 36 77 if required or email svrgrants@sport.vic.gov.au

Available at [Sport and Recreation Victoria website](http://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program) < <http://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program>>.

Message from the Minister for Community Sport



Grassroots sports clubs that were impacted by the July and August-September 2021 lockdowns in Victoria can now apply for a funding lifeline courtesy of the Victorian Government's *Sporting Club Grants Program*.

Victoria's sport clubs continue to be the lifeblood of our communities during the coronavirus (COVID-19) pandemic. The Community Sport and Recreation Event Costs Support Category aims to give back to those clubs that took a financial hit during the recent lockdowns.

Grants of \$2,000 are available to go towards irrecoverable costs due to cancelled events including cancellation fees for facilities, coaches and officials, as well as loss of perishable goods and booking fees.

The Hon Ros Spence MP
Minister for Community Sport

What is available?

Grants of \$2,000 for Victorian sport and active recreation organisations with a payroll of up to \$3 million, to compensate for irrecoverable costs greater than \$2,000 arising directly from the cancellation or postponement of events during the lockdowns from 16-27 July and 5 August - 2 September 2021.

These grants are available for organisations that are ineligible for support under the [Business Costs Assistance Program](https://business.vic.gov.au/grants-and-programs/circuit-breaker-business-support-package) <https://business.vic.gov.au/grants-and-programs/circuit-breaker-business-support-package>

What will be funded?

- the loss of perishable goods (e.g. food or flowers) that were not used in other ways
- cancellation fees and charges (e.g. facility/coach/officials) that were not refunded
- booking cancellations that were not refunded
- other costs and losses incurred that could not be reasonably avoided and were not recovered.

What will not be funded?

- irrecoverable costs of less than \$2,000
- lost event revenue (e.g. gate fees)
- loss of membership fees and sponsorship
- projected revenue
- rent and utility costs, including shire rates
- private events (e.g. birthdays, funerals, weddings)
- event-related costs that were recovered through other means
- loss of anticipated venue hire, bar and kiosk revenue for events that were cancelled.

Organisations are eligible to apply regardless of whether they received funding in the previous round of the *Sporting Club Grants Program* (in any category).

Who can apply?

Community organisations delivering sport and active recreation programs anywhere in Victoria, that are **ineligible** for support under the [Business Costs Assistance Program](https://business.vic.gov.au/grants-and-programs/circuit-breaker-business-support-package) <<https://business.vic.gov.au/grants-and-programs/circuit-breaker-business-support-package>>, with a payroll of up to \$3 million, may apply.

Active recreation organisations must be delivering an activity that is supported by a recognised State Sport and Recreation Body. This list can be found on the [Sport and Recreation Victoria's website](https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sport-and-recreation) <<https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations/state-sport-and-recreation>>.

Sport disciplines delivered by applicants must be a person centric physical activity. This includes modified sports and does not include animal obedience or showing. A discipline supported by another government portfolio will also not be supported (for example harness racing and ballet).

Organisations residing close to state borders should contact the Sport and Recreation Victoria call centre for guidance with applications.

Applicants must:

- be ineligible for the [Business Costs Assistance Program](https://business.vic.gov.au/grants-and-programs/circuit-breaker-business-support-package) <<https://business.vic.gov.au/grants-and-programs/circuit-breaker-business-support-package>>
- be non-government, not-for-profit and registered as an incorporated body at the time of application and for the project duration. If an applicant organisation is not registered as an incorporated body, it must arrange for a legally constituted organisation to manage the grant funds
- possess an Australian Business Number (ABN) or provide a completed Australian Tax Office form (statement by a supplier) so that no withholding tax is required from the grant payment
- 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 [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>>
- 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/fair-play-code) <<https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>>
- 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>>.
- comply with the expectations of the [Victorian Anti-doping Policy 2012](https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping) found at <<https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping>>
- have satisfactorily met reporting requirements on any grants previously received from Sport and Recreation Victoria
- have a payroll of up to \$3 million
- provide evidence of loss of expenditure that totals \$2,000 or more.

What will not be funded under the Stream?

The *Events Costs Support Stream* will not fund the following:

- applications to deliver services to children if the organisation is not an incorporated separate legal entity and does not have the appropriate level of insurance that covers child abuse

- funding will not be provided to organisations eligible for the Business Costs Assistance Program
- funding will not be provided to an organisation that has been notified by the National Redress Scheme Operator that it was named in an application prior to 1 July 2020, and does not join or intend to join the Scheme by 31 December 2020
- funding will not be provided to an organisation named in an application in National Redress Scheme for the first time and receives a Notice of Redress Liability after 1 July 2020, and does not join the Scheme within six months from the date of the Notice of Redress Liability
- applications that are not from Victorian incorporated organisations
- applicants submitted by a third-party grant writer
- applications from school sport and recreation clubs for current students
- university sport clubs that participate in inter-varsity competitions
- applications with generic or replicated responses
- applications from organisations with club staff and contracted service provider expenses greater than \$3 million
- ongoing operational costs (for example, salaries for ongoing positions, rent, electricity and other utilities)
- projects considered the responsibility of other agencies, including those that currently receive significant financial support from other funding bodies or programs at local, state or federal government level
- funding for events not cancelled as a result of the announced lockdown or any previously funded cancelled events
- applications seeking loss of projected revenue
- applications seeking support for cancelled private events ie. birthdays, funerals, weddings etc.
- applications with eligible expenses under \$2,000
- application that do not provide evidence for loss of expenses of \$2,000 or more.

How to apply?

When will applications open and close?

Applications Open: 21 July 2021

Applications Close: 5.00pm, 16 September 2021 or until funds exhausted.

Late applications will not be accepted.

How will applications be assessed?

Each application will be carefully considered and assessed against the eligibility criteria taking into consideration responses to questions on the application form and supporting evidence.

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

If an unsuccessful applicant considers that their application has been incorrectly assessed, they may lodge a complaint. Please email svgrants@sport.vic.gov.au and include your application reference number to have your application reviewed.

What questions do applicants need to respond to?

- Has your Club/Organisation been named in an application or received a Notice of Redress Liability?
- Does your organisation have a payroll of up to \$3 million?
- Did your organisation incur more than \$2,000 of irrecoverable costs due to the cancellation or postponement of events during lockdown from 16-27 July and 5 August--2 September 2021?
- Describe the cancelled / postponed event?
- What were the dates of the proposed events?
- Please list the costs incurred that the grant funds would cover.
- Attach evidence of the loss of expenses

Supporting documentation

Organisations must identify, attest to and provide evidence of irrecoverable costs of more than \$2,000 incurred as a direct result of the lockdown.

Submitting an application

Apply online by the closing date. Late applications will not be accepted.

If you require assistance

Please contact Sport and Recreation Victoria on email svgrants@sport.vic.gov.au or phone 1800 325 206 between 9am and 5pm, Monday to Friday.

Use of third party grant writers

While a community organisation is welcome to engage a third party 'grant writer' to assist it develop a funding application, organisations need to be aware that it is the organisation, **not** the grant writer, that is making an application for funding. As such, in a successful grant **it is the community organisation not the grant writer that is responsible for delivering the funded activity by entering a binding agreement.**

For this reason, the organisation must ensure the accuracy and truthfulness of all matters contained in an application, whether prepared by the organisation or by a grant writer on its behalf.

Conditions:

- Organisations may seek the support of a third party grant writer or consultant with their application; however, applications will not be accepted directly from third party grant writers.
- Organisations must submit their own applications and agree to the funding terms and conditions outlined on the application form.
- **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 - that is, responses that do not explicitly address matters relating to a particular applicant organisation.
- The Department of Jobs, Precincts and Regions will only liaise with the authorised organisational contact as per the application for application enquiries or funding arrangements.
- 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.

Conditions that apply to applications and funding

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

Funding details

- As part of the application process, the terms and conditions are to be accepted by an authorised representative from the organisation.
- The grant recipient (or funds manager) must agree to all the set out terms, conditions and reporting requirements as per the grant application attestation and declaration.
- Should an application be successful, the Department of Jobs, Precincts and Regions will issue a 'letter of offer' containing conditions of funding. This will, on acceptance, form a binding agreement governing the use of the funding.
- If funded to deliver services to children the grant recipient must be an incorporated legal entity that can be sued in child abuse proceedings and be appropriately insured against child abuse.
- 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>>.
- Sports clubs, leagues or associations who are grant recipients must 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*. Grant recipients must adhere to and enforce the code during the life of the project and agree to carry out its requirements.
- 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.

Post program evaluation

By making an application, all grant recipients agree to comply with the Department of Jobs, Precincts and Regions' performance monitoring and evaluation regime. The Recipient may receive an evaluation survey from the Department of Jobs Precincts and Regions and may be required to participate in program evaluation activities.

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.

Successful program outcomes may be used in program evaluation reviews and Departmental marketing material.

Compliance and audit

Applicants are subject to a risk assessment, which verifies organisation legal details provided with the Australian Securities and Investment Commission, Australian Charities and Not-for-profits Commissioner, Consumer Affairs Victoria and/or other applicable regulator or registrar.

Applicants 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 (e.g. invoices for equipment/uniforms purchased, costs associated with training, strategic planning costs, promotional expenditure, irrecoverable event costs etc) at the request of the Victorian Government for a period of two years after the grant has been approved.

If any information in the application is found to be false or misleading, or grants are not applied for the purposes of the organisation in accordance with the terms of funding as set out in these guidelines and the application, the grant will be repayable on demand.

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 *Sporting Club Grants Program*. Promotional guidelines can be found on the [Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program) found at <<https://sport.vic.gov.au/grants-and-funding/our-grants/sporting-club-grants-program>>.

Payments

Payments will be made as long as:

- the grant recipient has agreed to all the set out terms, conditions and reporting requirements as per the grant application attestation and declaration
- the grant recipient provides reports as required, or otherwise demonstrate that the activity is progressing as expected
- terms and conditions of funding continue to be met.

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 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 of Jobs, Precincts and Regions Privacy Policy, please email privacy@ecodev.vic.gov.au. For information about how to access information about you held by the Department of Jobs, Precincts and Regions, please email privacy@ecodev.vic.gov.au.