2021-22

Community Sport Sector

COVID-19 Survival Package

Application Guidelines

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

Department of Health

© State of Victoria, Department of Jobs, Precincts and Regions, September 2021.

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.

Available at [Sport and Recreation Victoria’s website](https://sport.vic.gov.au/grants-and-funding/our-grants/community-sport-sector-coronavirus-covid-19-short-term-survival-package) <www.sport.vic.gov.au/grants-and-funding/our-grants/community-sport-sector-coronavirus-covid-19-short-term-survival-Program>.

Contents

[1. About the Package 4](#_Toc80283387)

[2. Eligibility 5](#_Toc80283388)

[Who can apply? 5](#_Toc80283389)

[3. Funding Details 6](#_Toc80283390)

[What will be funded 6](#_Toc80283391)

[What will not be funded 6](#_Toc80283392)

[4. How to apply 7](#_Toc80283393)

[Application supporting documentation 7](#_Toc80283394)

[5. Application dates 8](#_Toc80283395)

[6. How will applications be assessed? 8](#_Toc80283396)

[7. Use of Third-party Grant Writers 8](#_Toc80283397)

[8. Right of Amendment 9](#_Toc80283398)

[9. Conditions that apply to applications and funding 9](#_Toc80283399)

[10. Payments 9](#_Toc80283400)

[11. Post project evaluation 9](#_Toc80283401)

[12. Compliance and audit 10](#_Toc80283402)

[13. Privacy 10](#_Toc80283403)

[14. Resources and additional information 10](#_Toc80283404)

# **1. About the 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 2021-22 Community Sport Sector COVID-19 Survival Package (**Package**) is administered by the Victorian Government through its Department of Jobs Precincts and Regions (**Department**).

This Package is designed to support the organisational Survival of community sport and active recreation organisations so that they can return-to-play in adherence with the [Victorian Chief Health Officer restrictions and advice](https://www.dhhs.vic.gov.au/coronavirus) <www.dhhs.vic.gov.au/coronavirus>.

Funding can be used for ongoing fixed costs, essential salary costs and any other costs that keep the club viable and to purchase equipment and cleaning supplies necessary to function in a COVIDSafe manner once restrictions ease.

Applications from associations, leagues, clubs and community sport and active recreation organisations, that have **not previously received funding through the *Community Sport Sector COVID-19 Short-term Survival Package*,** will be accepted **from 28 September until 5:00pm 29 October 2021** (or until all available funding has been exhausted).

Associations, leagues, clubs and community sport and active recreation organisations, that **have previously been funded under the *Community Sport Sector COVID-19 Short-term Survival Package* and still meet the eligibility requirements described below,** will receive top-up payments. Organisations will be required to opt-in and reconfirm their eligibility and contact and bank account details. An email will be sent in late October with a link to complete.

This Package provides funding under the Grassroots Operational Support stream:

|  |  |
| --- | --- |
|  | **Level of funding available** |
| Associations and Leagues that **did not receive** a grant in a previous round of the *Community Sport Short-Term Survival Program* | $2,500 each |
| Associations and Leagues that **did receive** a grant in a previous round of the *Community Sport Short-Term Survival Program* | $2,500 each (top-up) |
| Clubs and community organisations delivering sport and active recreation that **did not receive** a grant in a previous round of the *Community Sport Short-Term Survival Program* | $1,500 each |
| Clubs and community organisations delivering sport and active recreation that **did receive** a grant in a previous round of the *Community Sport Short-Term Survival Program* | $1,500 (top-up) |

# **2. Eligibility**

## Who can apply?

The *Community Sport Sector COVID-19 Survival Package* is a program for community sport and active recreation organisations operating within Victoria.

Target organisations for this Package are:

* **Not-for-profit and For-profit Associations and Leagues** – associations and leagues affiliated with recognised State Sporting Associations (SSA) or State Sport and Active Recreation Bodies (SSARB) who administer programs and competitions. An association or league must be comprised of member clubs and administer the competition between these clubs over the course of a season.
* **Not-for-profit and For-profit Clubs** – sport and active recreation clubs and organisations throughout Victoria that are delivering recreational, instructional and/or competitive physical activity opportunities to community participants.

In addition, the applicant must meet the eight following criteria:

**If the applicant is not-for-profit:**

1. It must be registered as a Victorian incorporated association or a company limited by guarantee at the time of submission of the application, and if successful for the duration of the project**.**

**If the applicant is for-profit:**

1. It must be registered as a Victorian legal entity with an Australian Company Number (ACN) or Australian Business Number (ABN) at the time of submission of the application, and if successful for the duration of the project**.**

**All applicants:**

1. The applicant must possess an active Australian Business Number (ABN) OR provide an Australian Tax Office [Statement by Supplier form](https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn) <https://www.ato.gov.au/forms/statement-by-a-supplier-not-quoting-an-abn>.

|  |
| --- |
| **Tip**   * Section A: Supplier details - the name and address of the applicant * Select a reason/s for not quoting an ABN - *DJPR is unable to provide advice on the reason/s why an applicant does not have an ABN. Applicants should select the option/s that best suit their circumstances.* * Section B: Declaration - to be signed and dated by the authorised person on behalf of the applicant. |

1. The applicant must be delivering a sport or activity that is a person centric physical activity.

Active recreation clubs and associations that encourage people to participate in nature-based, outdoor activities (including sporting activities at camps) are eligible for funding.

Disciplines that are considered the responsibility of other government portfolios will not be funded e.g., Ballet and Harness Racing.

Animal obedience activities will not be funded.

1. 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>.
2. 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>.
3. The applicant must implement and maintain policies relating to member protection and child safe standards.
4. The applicant must have satisfactorily met reporting requirements on any grants previously received from Sport and Recreation Victoria.
5. If the applicant 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>.

# **3. Funding Details**

## What will be funded

* Financial support will be provided to support readiness to return-to-play in adherence with the [Victorian Chief Health Officer restrictions and advice](https://www.dhhs.vic.gov.au/coronavirus) <www.dhhs.vic.gov.au/coronavirus>.
* Funding can be used for fixed costs (for example 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.
* Funding can also be used to purchase equipment and cleaning supplies necessary to comply with an organisation’s COVIDSafe Plan.

## What will not be funded

* More than one application from an applicant in total. If multiple applications are submitted the first application submitted will be considered and the subsequent applications will be automatically ineligible.
* Applications that do not provide required supporting documentation. The Department will not be following up applicants that do not attach required documentation.
* Applications submitted by third party grant writers.
* Auspice arrangements will not be accepted
* For-profit Associations, Leagues and Clubs that are not affiliated with a recognised SSA or SSARB.
* Current or future payments made to participants/athletes/players in return for their participation in the organisation’s physical activities (for example, match/coach/player payments).
* Future affiliation fees due after the end of the eligibility period and not yet charged.
* 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.

# **4. How to apply**

## Application supporting documentation

To apply for funding under the **Grassroots Operational Support stream** the applicant is required to provide:

* A completed online application form.

* For-profit clubs and **ALL** leagues and associations must also provide a proof of affiliation from their relevant SSA or SSARB. A support letter template is available from the [Sport and Recreation Victoria website](https://sport.vic.gov.au/grants-and-funding/our-grants/community-sport-sector-coronavirus-covid-19-short-term-survival-package) <www.sport.vic.gov.au/grants-and-funding/our-grants/community-sport-sector-coronavirus-covid-19-short-term-survival-Program>.
* A Statement by supplier form if your organisation does not have an Australian Business Number (ABN)

**Step 1: Check your eligibility.**

Check the detailed information contained in **section 2** of this guide, to identify if your club or organisation is eligible for funding.

**Step 2: Apply using the Department’s Grants Portal.**

To apply, visit the [Sports and Recreation website](https://vicgov.sharepoint.com/sites/VG000690/Participation%20and%20Sector%20Development/Club%20Development%20&%20Small%20Grants/Sporting%20Club%20Grants/2021-22/Round%201/%3cwww.sport.vic.gov.au/grants-and-funding/our-grants/community-sport-sector-coronavirus-covid-19-short-term-survival-Program%3e.) <www.sport.vic.gov.au/grants-and-funding/our-grants/community-sport-sector-coronavirus-covid-19-short-term-survival-Program>.

Ensure you have all required information and documents as outlined **section 4** of this guide, as well as the full details of your club or organisation (incorporation number, ABN, club or organisation bank account details).

Click **Start a new application** to commence your application through the Department’s Grants Portal.

You will need to set-up an email login to proceed with your application.

**Step 3: Attach supporting documentation**

* You can attach documents to your online application if they are in an acceptable file type – Word, Excel, PDF, or JPEG only. No other formats are readable to Department staff.
* Attachments cannot exceed the maximum file size of 5MB per document.
* When you are preparing and submitting your application online, check carefully to ensure all your attachments have uploaded.
* Any applications not providing necessary supporting documentation will be deemed ineligible.

All applications must be submitted online and on time to be considered.

You will receive an acknowledgment of your application as well as an application number when you submit your application.

Please quote your application number in all correspondence relating to your application.

# **5. Application dates**

Applications from associations, leagues, clubs and community sport and active recreation organisations, will be accepted from:

**Applications open** – 28 September 2021

**Applications close** – 5pm, 29 October 2021 (or until all available funding has been exhausted)

**Notification of outcomes –** within six weeks of your application

# **6. How will applications be assessed?**

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

Each application will be carefully considered and assessed against:

* organisation eligibility; and
* required supporting documentation (letters confirming affiliation)

If an applicant considers that their application has been incorrectly assessed, it has the opportunity to lodge a request for review. Please email srvgrants@sport.vic.gov.au and include your application reference number to have your application reviewed.

# **7. Use of Third-party Grant Writers**

Whilst organisations can engage a third-party grant writer to assist with the development of 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 that is responsible for delivering the funded activity by entering a binding agreement**, not the grant writer.

For this reason, the applying 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. Organisations wishing to apply should note the following in relation to third-party grant writers:

* Organisations 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**.
* 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, such as responses that do not explicitly address matters relating to a particular applicant organisation.
* 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.
* No part of any approved grant amount can be applied to the costs of a third-party grant writer.

# **8. Right of Amendment**

The Department reserves the right to amend these guidelines and application terms as required.

# **9. Conditions that apply to applications and funding**

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

* As part of the application process, an authorised representative from the applicant must accept and agree to be bound by the terms and conditions of grant in the application form and these guidelines. By completing the application form the applicant is making an offer to the Department and will be bound by the terms of the offer if accepted by the Department.
* If your application is successful, the Department will notify you via an Email of Acceptance. This will form an agreement between you and the Department on the terms contained in your application, the Email of Acceptance, these guidelines, and the conditions of grant in the application form. An authorised representative of the applicant will need to acknowledge the Email of Acceptance.
* You must complete the project/spend grant monies, within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department.
* Funds must be spent on the project/items as described in the application. Any proposed variation to the approved project must be submitted to the Department for approval prior to implementation or purchase.

# **10. Payments**

In the event the grant is successful, the applicant will receive an Email of Acceptance from the Department. An authorised representative of the applicant will need to acknowledge the Email of Acceptance.

Payments of the full grant amount will be made to the applicant’s nominated bank account as provided on its application form approximately two weeks after the applicant acknowledges the Email of Acceptance.

Payments will be conditional on:

* Applicants submitting fully completed applications, including completion of the Declaration and Acknowledgement by an authorised officer of the applicant.
* Grant recipients providing reports as required, or otherwise demonstrating that the activity is progressing as expected.
* Terms and conditions of funding continuing to be met.
* Grant payments made under this program will be provided exclusive of GST, regardless of an organisation’s GST status.

# **11. Post project evaluation**

By submitting an application, all grant recipients agree to comply with the Department’s performance monitoring and evaluation procedures.

The grant recipient may receive an evaluation survey up to 12-months following the issue of the grant. Program evaluation activities are non-negotiable for all recipients. Non-compliance could impact future applications to the Department’s programs.

Grant recipients may also be required to contribute information on project outcomes for use in program evaluation reviews and the Department’s marketing materials.

# **12. Compliance and audit**

Applicants are subject to a risk assessment, which verifies a club or organisation’s 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. paid invoices for equipment/uniforms purchased, rent or utility bills 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 is found to be false or misleading, or grants are not applied for the purposes of the club or 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.

# **13. 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 [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au).

# **14. Resources and additional information**

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