

GUIDE TO APPLYING FOR A SPORTING CLUB GRANT



The following information is a guide for applying to this program, providing advice on each category for what questions will be asked and what needs to be provided with the application.

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APPLICATIONS THAT WILL BE PRIORITISED FOR FUNDING

Projects that focus on increasing participation in communities or population groups with existing low levels of participation for example people with a disability, women and girls, Aboriginal people, CALD communities, LGBTI people and older adults.

Applications from clubs located in areas identified with high levels of socio-economic disadvantage as per the 2016 Australian Bureau of Statistics (ABS) census data or clubs that can demonstrate circumstances of disadvantage.

Priority will be given to any club or organisation that has not previously received a Sporting Club Grant in any category

Each category also has specific priorities.

CATEGORY 1: UNIFORMS AND EQUIPMENT

Priorities

- Priority will be given to providing uniforms and equipment that will be owned by clubs and used by multiple members/teams over time
- Priority will be given to modified sports projects

Questions to applicants

1. Why is there a need for this project in your club and why government funding is required?

For example:

- the need for new uniforms or equipment - current items are inadequate or old / the club cannot compete without uniforms / the club/team is new / requirements have changed outside the control of the club / developing a new modified, social or alternate form of sport program to attract new members.
- why the club/participants cannot fund the uniforms or equipment themselves - club participants live in a community with existing high levels of low socio-economic disadvantage / high cost of member fees / low level of membership base

2. Who in your club will benefit from this project and how will it benefit the club?

For example:

- new uniforms or equipment will go to new or disadvantaged members / will be used to attract new players to our club/expand current and successful programs / will provide further opportunities for participation / assists lower socio-economic disadvantaged groups

3. What longer term impacts will result from receiving the grant?

For example:

- the grant will reduce club expenditure to allow member fees to be kept affordable for participants and priority groups / attracts new members from the community / create new modified, social, alternate sport programs for a broader spectrum of community participants, tailor specific programs for groups

Information you will need to attach with your application

Quotes

All applications must provide a quote prepared within the past 12 months. Applications without an acceptable quote will not be recommended for funding.

TYPE:

- Formal quote or email quote addressed to club
- Can be a website/shopping cart screen shot

MUST INCLUDE:

- details of item type

NUMBER OF ITEMS TO BE PURCHASED

- individual and total cost of items to be purchased
- details of supplier/company/website

Declaration Letter if using a Third Party Grant Writer

If the application is submitted by a Third Party Grant Writer on behalf of a club this letter must be on club letterhead and signed by an authorised representative of the club.

Please see an example at appendix 3.

Insurance against child abuse – not required

Category 1 of the Sporting Club Grant Program is out of scope regarding the requirements for Insurance against child abuse proceedings as the funding of uniforms and equipment does not involve the direct delivery of services to children.

CATEGORY 2: SKILL DEVELOPMENT

Priorities

- Priority given to courses that provide a certified accreditation
- Priority given to applications maximising the benefit of the grant by providing opportunities to several members to develop skills and participate in training courses

Questions to applicants

1. Why is there a need for this project in your club and why government funding is required?

For example:

- the need for the members to undertake the course - they have not previously completed a coaching course / it is a league requirement that all coaches have participated in community coaching course / the club, team, program is new, members require specific skills/knowledge to perform their role and meet legal/committee requirements
- the need for a government grant to assist and why the club/participants cannot fund the training themselves - league and sport registration fees prohibit the club/members to subsidise the cost / communities with high levels of socio-economic disadvantage / volunteer members currently provide extensive in-kind support, etc

2. Who in your club will benefit from this project and how will it benefit the club?

For example:

- Who in your club will benefit - how many members, clubs, organisations will participate/receive training, current and new members, coaches, volunteers, committee members will receive training, accreditation, upskilling.
- how will the club and broader members benefit - influx of new, qualified coaches/upskilling of officials and members/meets specific league/committee requirements/encourages volunteers by providing free/discounted courses / creates pathways for coaches and volunteers / maximises opportunities across several members/teams / provides opportunities for priority groups

3. What longer term impacts will result from receiving the grant?

For example:

- What is the longer term impact on your club/community - reduces club expenditure to allow member fees to be kept affordable for participants and priority groups / attracts new members from the community / expand current programs, create new and modified/social programs for a broader spectrum of community participants / tailor specific programs for particular groups / assists lower socio-economic disadvantaged groups.

4. What planning has been undertaken to facilitate the training course(s)?

For example:

- Planning undertaken - already identified the personnel, clubs and organisations to participate in training/ collaborated with other clubs and organisations to broaden the scope of training and skills available to relevant cohorts / engaged a training provider / sourced a quote and planned a date for delivery of training

Information you will need to attach with your application

Insurance against child abuse proceedings

Category 2 of the Sporting Club Grant Program will be in scope regarding the requirements for Insurance against child abuse proceedings if the training is being delivered to persons under the age of 18.

Please attach written advice or a certificate of insurance from their insurance provider about the premium and excess (or deductible) that covers your organisation against child abuse.

For more information see appendix 1 - Factsheet - Victorian funding requirements for services to children.

Quotes

All applications must provide a quote prepared within the past 12 months. Applications without an acceptable quote will not be recommended for funding.

TYPE:

- Formal quote(s) or email quote(s) addressed to club

MUST INCLUDE:

- details of supplier or course facilitator
- details of training course or workshop(s)
- number of participants
- individual and total amounts of course or workshop(s)
- details of costs for venue and catering if necessary

Letter of support

Must be submitted if the application is from a **league, association or organisation that plan to collaborate and deliver training to a multitude of clubs and organisations**, to evidence support from the other organisations that will receive the training.

This letter must be on letterhead and signed by an authorised representative, and also signed by respective clubs/organisations that will participate in training.

Please see an example at appendix 2.

Declaration Letter if using a Third Party Grant Writer

If the application is submitted by a Third Party Grant Writer on behalf of a club this letter must be on club letterhead and signed by an authorised representative of the club.

Please see an example at appendix 3.

CATEGORY 3: ORGANISATION OPERATIONAL CAPACITY

Priorities

- Priority given to clubs that collaborate on projects

Questions to applicants

1. Why is there a need for this project in your club and why government funding is required?

For example:

- a strategic or business plan is needed to plan for resources and future sustainability of club / a succession plan is needed to support the club in continuity of operations and knowledge when there is a committee change / pilot, modified and social programs could attract new members to the club / website requires building or updating

2. Who in your club will benefit from this project and how will it benefit the club?

For example:

- operational effectiveness and efficiency of the club will support the club and committee / modified programs will be focused on under-represented population groups in the community / updated website and promotion can increase members and participation

3. What longer term impacts will result from receiving the grant?

For example:

- the project will improve the club's ability to engage with people with a disability, women and girls, Aboriginal people, culturally and linguistically diverse communities, LGBTI and older adults / expand current programs / create new and modified/social programs for a broader spectrum of community participants / new membership base may create stronger club sustainability and services for members

4. What planning has been undertaken to successfully implement the project and will the club be collaborating with other partners?

For example:

- the project has already identified the consultants to assist with website building, developing strategic plan or policies / pilot, modified or social program has been designed with consultation and collaboration / costings obtained for start-up costs, promotion materials and equipment / liaised and engaged suppliers and consultants / planned delivery date for program and services

Information you will need to attach with your application

Insurance against child abuse

Category 3 will be in scope regarding the requirements for Insurance against child abuse proceedings if there is delivery of services to persons under the age of 18.

If so, attach written advice or a certificate of insurance from their insurance provider about the premium and excess (or deductible) that covers your organisation against child abuse.

For more information see appendix 1 - Factsheet - Victorian funding requirements for services to children.

Quotes

All applications must provide a quote to verify project costings. Applications without an acceptable quote will not be recommended for funding.

TYPE:

- Formal quote(s) or email quote(s) addressed to club

MUST INCLUDE:

- details of supplier or consultant
- details of consultant services to be delivered
- details of costs for consultant services

Letter of support

Must be submitted if the proposed project is to collaborate with other organisations.

This letter must be on letterhead and signed by an authorised representative, and also signed by respective clubs/organisations that will participate in training.

Please see an example at appendix 2.

Declaration Letter if using a Third Party Grant Writer

If the application is submitted by a Third Party Grant Writer on behalf of a club this letter must be on club letterhead and signed by an authorised representative of the club.

Please see an example at appendix 3.