



Emergency Grant: Sporting and Recreational Equipment Program

Application Guidelines

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Accessibility

To receive this publication in an accessible format, please contact the Grants Information Line on 1300 366 356, using the National Relay Service 13 36 77 if required.

Available at www.sport.vic.gov.au/grants

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1. What is the Emergency Grant: Sporting and Recreational Equipment Program?

The *Emergency Grant: Sport and Recreational Equipment Program* helps local sport and recreation clubs and organisations replace essential sports equipment that has been lost or destroyed as a consequence of unpreventable and exceptional events such as fire, flood, significant storms, theft or criminal damage.

A maximum grant of up to \$2000 (excluding GST) will be provided to successful applicants to go towards the replacement cost of the lost or damaged equipment.

1.1 Why is the Victorian Government funding these grants?

Sport and recreation clubs and organisations are expected to take appropriate measures to protect their equipment against loss and damage. However, it is recognised that due to circumstances outside their control, such as natural disasters or criminal activity, clubs can suffer the loss of equipment essential to continue their sport or recreation.

1.2. Who can apply?

Applications are accepted from local Victorian community-based clubs or organisations involved in the delivery of sporting and active recreation opportunities. The club or organisation must:

- be non-government and not-for-profit
- be registered as an incorporated body. If the club or organisation is not incorporated it must arrange for a legally constituted organisation to manage the funds
- participate in an organised competition of a sport recognised by the Australian Sports Commission. A list of recognised sports is available at www.ausport.gov.au/supporting/nsa/asc_recognition
- have satisfactorily completed the reporting requirements of any previous Department of Health & Human Services or the former Department of Transport, Planning and Local Infrastructure grants
- have an Australian Business Number (ABN) or provide written advice from the Australian Tax Office that no withholding tax is required from the grant payment.



2. What types of activities might be funded?

Grants are available towards the replacement cost of essential equipment owned by the club or organisation.

Essential equipment is:

- equipment that is required for ongoing participation in an activity that is transferable to other participants and remains the property of the club/organisation (for example, bats, match balls, helmets, equestrian jumps, racquets, gymnastic mats, team equipment kits, gloves and badminton nets)
- injury prevention equipment that is transferable (for example, goal post padding, batting pads, gloves, goalie gear, helmets, catcher's gear)
- first aid equipment which is necessary for immediate attention to injury that may occur during participation in sport or recreation.



2.1 What will not be funded?

The *Emergency Grant: Sporting and Recreational Equipment Program* will not fund:

- fixed playing surfaces and structures (for example, synthetic pitch, goal posts, portable posts)
- capital works (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, carpet/lino, clubroom items, wicket covers, GPS)
- canteen items (for example, microwave ovens, soft drink, food, alcohol, cooking utensils)
- maintenance equipment (for example, lawn mowers, rollers, line marker, hose, compressors)
- equipment damaged through wear and tear
- equipment not owned by the applicant but by another organisation or individual
- personal items of equipment (for example, mouthguards, drink bottles, shoes, boots)
- sports clothing and uniforms (for example, bibs)
- training equipment that is not essential to participation (for example, tackle bags, agility ladder, witches hats, tennis ball machines)
- vehicles (for example, boats, bikes, golf carts, jet-ski, go-kart), trailers and accessories
- firearms (for example, rifles, pistols), scopes and ammunition
- equipment that is being transported to, or from an event outside of club premises
- equipment temporarily located somewhere other than its regular storage site.

3. What are the funding details?

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

- the grant recipient or funds manager must enter into a funding agreement with the Department of Health & Human Services which sets out the conditions and reporting requirements
- sports clubs, leagues or associations who are grant recipients must adhere to the *Victorian Code of Conduct for Community Sport* (or) their relevant state sporting association code of conduct/member protection policy, which incorporates the *Victorian Code of Conduct for Community Sport*. Grant recipients must adhere to the code during the life of the project and agree to carry out its requirements
- the project must be completed within 12 months of receipt of the grant funds. Any unspent funds must be returned to the Department of Health & Human Services
- funds must be spent on the project as described in the application. Any proposed variation to the approved project must be submitted to the Department of Health & Human Services 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 payment
- grants to recipients (or fund managers) not registered for GST will be made exclusive of GST.



4. What is the application process?

There are some important steps to consider before submitting an application to the *Emergency Grant: Sporting and Recreational Equipment Program*.

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 at www.sport.vic.gov.au/grants

Step 2: Apply online using Grants Online

To apply, go to www.sport.vic.gov.au/grants

Make sure you have the information you need on hand including required documents, and click on 'Start new application' to submit your application through 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.

Advantages of applying online

Submitting your application online through Grants Online ensures it is received by the department immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on 1300 366 356 between 8.30am – 5.00pm weekdays.

Attaching required information

You can attach documents to your online application as long as they are in an acceptable file type (eg. Word, Excel, PDF, or JPEG) and don't exceed the maximum file size. Remember these tips:

- Attached files must not be larger than 5MB in size
- When you submit your application online check carefully to ensure all your attachments have been uploaded.

5. How will applications be assessed?

Applications will be assessed according to eligibility, the nature of the loss/damage, adequate evidence supporting the application and the questions *How?* *Why?* and *What?*

Eligibility does not guarantee success of your application. The assessment process will be conducted as soon as possible after the submission of the application complete with all necessary documentation.

Applicants will receive written notification of the outcome of the assessment process.

5.1 Information you will need to provide as part of your application

Applications can be made at any time as there are no closing dates. Applications lodged more than three months after the loss will not be considered unless there are special circumstances for the delay.

Note: Applications for replacement of equipment lost or destroyed as a consequence of theft or criminal damage **must** be accompanied by a police report.

Applications must be submitted with:

- a quote from a supplier for the replacement cost of the equipment
- evidence of the loss or damage such as a police report, photographs, and newspaper reports.

5.2 What are the assessment criteria?

How?

- How was the equipment protected? What measures had you taken to prevent loss or damage to the equipment?

Why?

- Why do you need funding? Was your equipment insured? If yes, please provide information about the status or outcome of your insurance claim. If no, provide a reason why your equipment was not insured.

Note: Applications will not be assessed until after the insurance claim process has been finalised.

What?

- What essential equipment needs to be replaced? What specific outcomes will be achieved?



6. Conditions that apply to applications and funding

6.1 Funding agreements

Successful applicants must enter into a funding agreement with the Department of Health & Human Services. Funding agreements establish the parties and their commitments and obligations to each other and set out as 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.

6.2 Acknowledging the government's support and promoting successes

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the *Emergency Grant: Sporting and Recreational Equipment Program*. Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity related publications, media releases and promotional material; and/or placing a Victorian Government endorsed sign at the site of infrastructure activities.

Successful applicants may be required to contribute information on activity outcomes for use in program evaluation reviews or the department's marketing materials.

6.3 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.

6.4 Privacy

Any personal information about you or a third party in your application will be collected by the department or a body within the department, for the purpose of grant administration. This information may be provided to other Victorian government bodies for the purposes of assessing your application. 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 *Information Privacy Act 2000 (Vic)* and other applicable laws.

The department is committed to protecting the privacy of personal information. You can find the Department of Health & Human Services Privacy Statement online at www.dhhs.vic.gov.au/privacy/

The department's Privacy Policy can be found at www.dhhs.vic.gov.au/privacy/ Enquiries about access to information about you held by the Department of Health & Human Services should be directed to the department's Freedom of Information unit by phone (03) 9096 8449 or email dhsfoi@dhs.vic.gov.au

7. Resources and additional information

Accessibility

If you would like to receive this publication in an accessible format, such as large print or audio, please contact the Grants Information Line on 1300 366 356, or email information@dtpli.vic.gov.au

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 5.00pm (except for public holidays).



