


# CHANGE OUR GAME COMMUNITY ACTIVATION GRANTS

2018-19 Application Guidelines



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Available at <http://www.changeourgame.vic.gov.au/change-our-game-grants>

# Change Our Game Community Activation Grants Program

## Message from the Minister for Tourism, Sport and Major Events



Sport and recreation is at the heart and soul of our communities. The Victorian Government recognises the important role local sport and recreation organisations play in shaping community values and driving positive change, both on and off the playing field.

The Change Our Game Community Activation Grants Program provides local sport and recreation organisations the opportunity to play an even bigger role in improving the environment for women and girls in Victoria.

Grants are available for a range of initiatives that celebrate and showcase the important role that women and girls play in both on and off-field roles at community sport and recreation level.

The Community Activation Grants Program is part of the Government's commitment to ensure that we bridge the gap between the number of men and women in leadership roles across all levels of the sport and recreation sector.

I am confident that by working together we can make sport more accessible, increase local participation and provide opportunities for all Victorians to play a leading role in their local sporting community.

I look forward to seeing more community-based sport and recreation organisations promoting and encouraging gender equality at the local level.

**THE HON MARTIN PAKULA MP**

**Minister for Tourism, Sport and Major Events**



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# 1. Program description and objectives

## 1.1 What is the Change Our Game Community Activation Grants Program?

The Change Our Game Community Activation Grants Program funds one-off community level events that showcase and celebrate the role of women and girls in sport and active recreation.

Grants of up to \$5,000 are available to increase the capacity of community sport and recreation organisations to deliver events that promote gender equality.

## 1.2. Why is the Victorian Government funding this program?

In November 2015, the independent Inquiry into Women and Girls in Sport and Active Recreation (Inquiry) made nine recommendations aimed at enhancing participation by women and girls in sport and active recreation and increasing engagement in leadership and governance roles. The Victorian Government adopted all nine Inquiry recommendations.

The Change Our Game Community Activation Grants Program aims to address recommendations:

- 5. Enhance participation choice and improve how opportunities are marketed
- 8. Showcase the pathways and opportunities through role models.

## 2. Who can apply?

Community level organisations delivering sport and active recreation programs anywhere in Victoria may apply.

State sporting associations, regional sport assemblies, state sport and recreation bodies and local government authorities must apply in partnership with a community/club level organisation, who must lead and submit the application.

Applicants must:

- be a non-government, not-for-profit organisation and be 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
- have satisfactorily met reporting requirements on any previous or existing grants received from the Office for Women in Sport and Recreation and Sport and Recreation Victoria.

**Note:**

- school sport and recreation clubs, and university sport clubs that participate in inter-visibility competitions are ineligible to apply
- Organisations that have received a grant in round one of the 2018-19 Change Our Game Community Activation Grants Program are ineligible to apply again this round.

## 3. What types of activities might be funded?

The Change Our Game Community Activation Grants will fund one-off community level initiatives that aim to showcase and celebrate the role of women and girls in sport and recreation. These initiatives may include, but are not limited to:

- Change Our Game women's round for your club
- educational sessions addressing issues facing women and girls in sport and recreation
- networking events for women and girls
- events that showcase achievements of women and girls in sport and active recreation, or showcase best practice in promoting gender equality
- come and try events that address barriers to women's and girls' participation
- community forums focused on sharing experiences and developing collaborative strategies around gender equality and inclusion.

Activities do not have to be female-only events, but can also include events that are open to the whole community (men and boys as well as women and girls).

### Initiatives must be completed in 2019.

Where possible, the Office for Women in Sport and Recreation will engage a Change Our Game Ambassador to attend successful activations.

### 3.1. Change Our Game Ambassadors

The Change Our Game Ambassador program is focused on connecting influential women with the broader sport and active recreation industry, in order to inspire and advocate gender equality. 'You can't be what you can't see' - enlisting high profile ambassadors is one way of maximising the reach of the program's messaging through official appearances and social media activity.

As part of securing a grant, where possible the Office for Women in Sport and Recreation will help connect successful applicants with one of our 13 Ambassadors to attend your event and provide expertise, inspiration and advice.

You can read more about each of our Ambassadors on the **Change Our Game** website.

### 3.2. What will not be funded?

The Change Our Game Community Activation Grants Program will not fund:

- community sporting events or competitions
- uniforms or equipment (including IT and software)
- ongoing or recurrent costs of an organisation (for example, salaries for ongoing positions, rent, electricity and other utilities)
- 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, gazebos, carpet, clubroom items, wicket covers, scoreboards, GPS, computers and IT equipment)
- canteen items (for example, microwave ovens, soft drink, food, alcohol, cooking utensils).



## 4. What are the funding details?

The Change Our Game Community Activation Grants provide funding of up to \$5,000 to successful applicants.

A proposed activity date must be entered as part of the online application, and activities must be completed in 2019.

### Attaching required information

You can attach documents to your 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. Attached files must not be larger than 5MB in size .

## 5. What is the application process?

Applications will open on 25 March 2019 and will close at 5.00pm on 28 April, 2019.

### Step 1: Check your eligibility

Check the detailed information contained in this guide (see section 2. 'Who can apply') to see if your organisation and your proposed activity is eligible.

### Step 2: Apply online

Apply online on the **Change Our Game website**. 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 Office for Women in Sport and Recreation 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 and 5pm, Monday to Friday.

## 6. How will applications be assessed?

Eligible applications will be assessed based on responses provided in the application form. Applications will be assessed against the criteria listed in section 6.2 below.

Eligibility does not guarantee the requested amount will be granted. It is expected that more applications will be received than can be funded.

An assessment panel will be convened to assess the applications.

### 6.1 Timelines

Milestone	Date
Applications open	25 March 2019
Applications close	5pm, 28 April 2019
Announcement of successful applications	May 2019
Activities to be completed by	31 December 2019

### 6.2. Assessment criteria

Applications will be assessed based upon how well the proposal addresses the Change Our Game priorities. In your proposal, please outline:

- how the grant will benefit the club (e.g. outline what receiving the grant would mean to the club and its members)
- how the proposed event supports Change Our Game priorities by increasing participation and/or advancing leadership opportunities for women and girls in sport and active recreation
- if your proposed event will involve a financial contribution from your organisation or any other funding partners, please provide details about this arrangement.

## 7. Conditions that apply to funding

### 7.1 Funding agreements

Successful applicants must enter into a funding agreement with the Department of Jobs, Precincts and Regions. 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.

### 7.2. Conditions of Funding

The following conditions will apply to organisations that will receive, or benefit from a grant:

- the grant recipient (or funds manager) must enter into a funding agreement with the Department of Jobs, Precincts and Regions which sets out the conditions and reporting requirements
- grant recipients must adhere to the [Fair Play Code](#) (formerly Victorian Code of Conduct for Community Sport) and comply with the expectations of the [Victorian Anti-doping Policy 2012](#).
- the project must be completed by 31 December 2019. 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
- grants to recipients (or fund managers) not registered for GST will be made exclusive of GST.

- Recipients of Change Our Game Community Activation Grants must:
  - allow a Change Our Game Ambassador to attend and speak at event if requested by the Office for Women in Sport and Recreation
  - complete an evaluation form at the completion of the program.

### 7.3. Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the Change Our Game Community Activation Grants Program.

Promotional guidelines form part of the funding agreement and include the requirement that all activities acknowledge Victorian Government support through the Change Our Game logo being published on any activity-related publications, media releases and promotional material.

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

### 7.4. Payments

Payments will be paid upfront to the organisation once the funding agreement has been signed by both parties. Activities must be completed by 31 December 2019, and any unspent funds must be returned to the Department of Jobs, Precincts and Regions within 12 months of receiving funding.

## 7.5. 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 [changeourgame@sport.vic.gov.au](mailto:changeourgame@sport.vic.gov.au).

For information about how to access information about you held by the Department of Jobs, Precincts and Regions, please email [changeourgame@sport.vic.gov.au](mailto:changeourgame@sport.vic.gov.au).

## 8. Resources and additional information

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 5pm (except for public holidays).

