



CHANGE OUR GAME COMMUNITY ACTIVATION GRANT PROGRAM

2019-20 PROGRAM GUIDELINES

**CHANGE
OUR
GAME**

VICTORIA
State
Government

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MESSAGE FROM THE MINISTER FOR TOURISM, SPORT AND MAJOR EVENTS



Change Our Game Community Activation Grants Program

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 supports local sport and recreation organisations improve opportunities for women and girls in Victoria.

Grants are available for a range of initiatives aimed at increasing participation and showcasing achievements of women and girls in sport and active recreation.

The Program is part of the Government's commitment to bridge the gap between the number of women and men in leadership roles across all levels of Victorian sport and recreation.

Through Change Our Game initiatives, the Government is working to make sport more accessible, increase local participation and provide opportunities for all Victorians to lead in their local sporting community.

I am pleased to invite applications for the next round of the Program, and look forward to seeing more community-based sport and recreation organisations promoting and encouraging gender equality at the local level.

A handwritten signature in black ink, appearing to read 'Martin Pakula'.

THE HON MARTIN PAKULA MP

Minister for Tourism,
Sport and Major Events





THE CHANGE OUR GAME COMMUNITY ACTIVATION GRANTS PROGRAM

1.1 About the program

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

Grants of up to \$10,000 are available to support community sport and recreation organisations to deliver events that promote gender equality.

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

1.2 Objectives of the 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.



FUNDING DETAILS

The Change Our Game Community Activation Grants provide funding of up to \$10,000 to successful applicants.

Organisations can submit only one application for one of the following streams:

STREAM	FUNDING AVAILABLE
Participation	up to \$5,000
Organisation or club training / development	up to \$5,000
Showcasing achievements	up to \$10,000

These streams are intended as a guide, organisations should select the stream most relevant to their event.

2.1 Funding stream details

Participation stream

Organisations can submit one application seeking up to \$5,000 for participation events.

Events under this stream could include:

- programs to encourage women and girls to participate in sport and active recreation
- programs aimed at eliminating barriers to women and girls' participation
- a Change Our Game women's round for a club
- come and try days that demonstrate ongoing participation outcomes
- inclusion of women with a disability, Aboriginal women and girls, women and girls from CALD backgrounds, LGBTQI+ women and girls.

Organisation training/development

Organisations can submit one application seeking up to \$5,000 for organisation training or development.

Events under this stream could include:

- leadership development
- gender equity training
- coach / umpire development
- train the trainer programs
- educational sessions addressing issues facing women and girls in sport and recreation
- board/committee training.

Showcasing achievements

Organisations can submit one application seeking up to \$10,000 to showcase achievements and promote women and girls in leadership positions.

Events under this stream could include:

- leadership summits
- community forums focused on sharing experiences and developing collaborative strategies around gender equality and inclusion
- symposiums
- breakfast / lunch networking events
- awards evenings.

A proposed activity date must be entered as part of the online application, and activities must be completed within 12 months of receiving the funds.



2.2 Types of activities that will not be funded

- community sporting competitions
- 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 pitches, 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 greens or fairways, turf wicket pitches)
- non-playing/participation equipment (for example, public address systems, gazebos, carpet, clubroom items, wicket covers, scoreboards, GPS, computers and IT equipment)
- applications that are only seeking funding for equipment. Equipment may form part of the application but must not be the primary purpose of the grant.



2.3 Ambassador Program

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 the event and provide expertise, inspiration and advice.

Information on the Ambassadors can be found on the [Change Our Game website](#)

3.



ELIGIBILITY

3.1 Eligible applicants

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

State sporting associations, 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.

3.2 Ineligible applicants

All entities and organisations except those listed in Section 3.1 – Eligible Applicants. School sport and recreation clubs, and university sport clubs that participate in inter-varsity competitions are ineligible to apply.

Organisations that received a grant in the first round of the 2019-20 Change Our Game Community Activation Grants Program are ineligible to apply again this round.

3.3 Process for applicants

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organisation and your proposed activity is eligible.

Step 2: Apply online using My Grants

The link to apply online can be found 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 through Grants Online ensures it is received by the Department of Jobs, Precincts and Regions 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 – 5pm weekdays.

Attaching required information

You can attach documents to your online application if 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.

Applications must be submitted by 5pm on 16 March 2020.

4.



ASSESSMENT

4.1 Assessment process

Eligible applications will be assessed based on responses provided in the application form. Applications will be assessed against the criteria listed in section 4.2 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 by the Department of Jobs, Precincts and Regions to assess the applications.

4.2 Assessment criteria



Applications will be assessed based upon:

- alignment to Change Our Game priorities
- ability to clearly outline how the event will be organised (e.g. date, time, resources, partners etc)
- existing strategies around inclusion of women and girls at the club/organisation
- a clear and realistic budget
- applications which have a financial contribution from the organisation will be viewed favourably.

5.



TIMELINES

APPLICATIONS OPEN	APPLICATIONS CLOSE
17 FEBRUARY 2020	16 MARCH 2020
	

6.



CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

6.1 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. A representative from the Office for Women in Sport and Recreation will be able to discuss the requirements of this funding agreement with successful applicants by emailing changeourgame@sport.vic.gov.au.

The funding agreement will include reference to the following:

- Successful applicants will be required to contribute information on activity outcomes for use in outcomes reporting, program evaluation reviews or Department of Jobs, Precincts and Regions publications
- Grant recipients must adhere to the [Fair Play Code](#) (formerly Victorian Code of Conduct for Community Sport)
- Grant recipients must comply with the expectations of the [Victorian Anti-doping Policy 2012](#)
- The activity must be completed within 12 months of receiving the grant. 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.

- Funded recipients and partners agree to engage in any process undertaken to facilitate sharing of project objectives and initiatives to identify mutually beneficial strategies.
- Grant recipients agree to partake in surveys as part of the evaluation of the Change Our Game suite of initiatives as requested by the Office for Women in Sport and Recreation.
- Grant recipients must have satisfactorily met reporting requirements on any grants received from Sport and Recreation Victoria and the Office for Women in Sport and Recreation.
- 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.

6.2 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 logo presentation on any activity related publications, media releases and promotional material.

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

6.3 Payments

Payments will be made conditional upon:

- the Funding Agreement having been executed by both parties
- milestones having been achieved to the department's satisfaction including provision of required/requested information and reports to the satisfaction of the department
- other terms and conditions of funding continue to be met.

Any unspent funds 12 months after receiving the funding must be returned to the Department of Jobs, Precincts and Regions.

6.4 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.

For information about how to access information about you held by the Department of Jobs, Precincts and Regions please email foi@ecodev.vic.gov.au or phone (03) 1800 845 302.





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).

Authorised by the Office for Women in Sport and Recreation

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accessible format at changeourgame.vic.gov.au



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