

CHANGE OUR GAME SCHOLARSHIP PROGRAM

2018-19 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 or email grantsinfo@sport.vic.gov.au

Available at www.changeourgame.vic.gov.au/change-our-game-grants

Message from the Minister for Tourism, Sport and Major Events, Martin Pakula



Sport plays a powerful role in promoting gender equality in Victoria.

Whilst we are all working to achieve a level playing field, there are still a number of barriers in place that impact members of our communities from achieving their potential, both on and off the pitch.

The Victorian Government is committed to changing this.

Research shows us that creating opportunities for women to lead and succeed boosts economic development and job creation.

The Victorian Government's Change Our Game Scholarship Program is assisting women working and volunteering in sport and recreation to access professional development opportunities, placing them in the best position to thrive in leadership roles.

The Program, now in its second year, has already funded participation in a range of professional learning and development courses, with scholarship recipients representing more than 50 individual sports and councils from across the state.

The Program is tiered to ensure leadership opportunities are extended throughout the sector, from community level volunteers through to senior executives at state sporting associations.

It is with great pleasure that I invite applications for the next round of the Program, and I encourage local sporting clubs and associations across the state to nominate women from within their organisations.

I look forward to working with you all to level the playing field for women and girls in Victoria.

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 Scholarship Program?

The Change Our Game Scholarship Program is a Victorian Government funding program for women to access professional learning and development opportunities and enhance their skills in sport and recreation leadership and management.

Candidates for the Change Our Game Scholarship Program are to be nominated by recognised state sporting associations, state sport and recreation bodies, local government authorities and regional sports assemblies. Individuals cannot nominate themselves.

1.2 Why is the Victorian Government funding these grants?

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 Scholarship Program aims to address recommendation 7 (to build an enabling environment through education and training) by increasing opportunities for women to access professional learning in sport leadership and management.

The Change Our Game Scholarship Program will provide professional development opportunities to nominated candidates to undertake further training or study in leadership and management.

2. Who can apply?

Applications can be submitted by the following recognised entities:

- state sporting associations
- regional sports assemblies
- state sport and recreation bodies
- local government authorities.

In order to be eligible for a scholarship, nominated candidates must:

- identify as a woman
- be aged 18 years or over
- live and work in Victoria
- be currently involved in either a paid or volunteer capacity in sport or active recreation
- apply through an organisation, not as an individual.

Recognised organisations can nominate more than one candidate.

Individuals who have received a Change Our Game Scholarship in previous rounds are ineligible to apply again.

3. What types of activities might be funded?

The Change Our Game Scholarship Program will fund professional development activities that are aimed at enhancing skills in sport and recreation leadership and management. These activities may include, but are not limited to:

- organisational governance training
- working with boards and committees
- leadership skills and management training
- project or event management
- media and communications training
- sports administration training
- attending relevant conferences and workshops.

3.1. What will not be funded?

Funding is not available:

- to attend events as a competitor
- for professional development of staff that the organisation should reasonably fund as part of business as usual
- to supplement the recurrent or ongoing costs of an organisation
- to purchase equipment, including computer software.

4. What are the funding details?

The Change Our Game Scholarship Program has three categories. The following table outlines the categories and corresponding monetary value. The years of experience are intended as a guide only, and applicants applying for categories outside their years' experience in the sport and recreation sector will still be considered by the assessment panel.

Scholarship category	Years experience	Scholarship value
Category 1	Less than 3 years experience in sport and recreation	up to \$2,000
Category 2	3-5 years of experience in sport and recreation	up to \$5,000
Category 3	More than 5 years experience in sport and recreation with demonstrated management experience	up to \$10,000

5. What is the application process?

Step 1: Check your eligibility

Check the detailed information contained in this guide to see if your organisation, the nominee and the proposed activity are 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 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.

Applications must be submitted by 5pm on 8 April 2019.

6. Timelines

Milestone	Date
Applications open	8 March 2019
Applications close	8 April 2019
Announcement of successful applicants	Late April 2019

6.1 Assessment Criteria

A Change Our Game Scholarship Program assessment panel will be convened to consider the applications.

Applications are competitive and will be assessed against:

- relevance of proposed activity to nominee's professional development
- ability to outline the impact the activity could have on nominee's organisation or the broader sport and recreation sector
- ability to link the nominated course to the nominee's career and leadership aspirations.

Applicants must also provide all the relevant supporting documentation to secure grant funding.

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

Application Checklist

- Letter of support for nominated candidate
- Completed application form.

7. Conditions that apply to applications and 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. 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.

7.2 Conditions of Funding

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

- Grant recipients must adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) <<http://www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>> and comply with the expectations of the Victorian Anti-doping Policy 2012 <<http://www.sport.vic.gov.au/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

- Grants to organisations not registered for GST will be made exclusive of GST.
- Funded recipients and partners agree to engage in any process undertaken to facilitate sharing of project objectives and initiatives to identify mutually beneficial strategies.
- Individual recipients of scholarships must provide a case study of career development as a result of receiving the Change Our Game Scholarship.

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 Research Grant 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.

7.4 Payments

Payments will be paid upfront to the organisation. The Department of Jobs, Precincts and Regions is not responsible for enrolling nominees into their chosen courses.

After 12 months from receiving the funding, any unspent funds must be returned to the Department of Jobs, Precincts and Regions.

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.

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

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).

