

**CHANGE
OUR
GAME**



Change Our Game

Community Activation
Grants Program



2024-25 APPLICATION GUIDELINES

Acknowledgement

The Victorian Government proudly acknowledges Aboriginal people as the First Peoples and Traditional Owners and custodians of the land and water on which we rely. We acknowledge the ongoing leadership role of the Aboriginal community on gender equality and the prevention of violence against women. As First Peoples, Aboriginal Victorians are best placed to determine a culturally appropriate path to gender equality in their communities.

ISBN 978-1-76090-672-6

Front cover photo credit: Maribyrnong City Council

Contents

Message from the Minister for Community Sport	4	5. Application process	22
Message from the Office for Women in Sport and Recreation	5	5.1 Process for applicants	22
1. Program description, objectives and outcomes	6	5.2 Application questions	23
1.1 About the Program	6	5.3 Application Eligibility and Requirements	24
1.2 Objectives of the Program	7	5.4 Assessment process	25
1.3 Outcomes of the Program	7	5.5 Assessment criteria	26
1.4 Steps to apply	8	5.6 Use of third-party grant writers	27
2. Eligibility	9	6. Timelines	28
2.1 Eligible applicants	9	7. Conditions that apply to applications and funding	29
2.2 Ineligible Applicants	10	7.1 Funding Agreements	29
2.3 Stream 3 – Eligible Candidates	11	7.2 Acknowledging the Victorian Government’s support and promoting success	30
2.4 Stream 3 – Ineligible Candidates	11	7.3 Complaints and feedback	30
2.5 Child safety requirements	12	7.4 Department Probity and Decision-Making	30
3. Program streams	15	7.5 Applicant Conflict of Interest	31
3.1 Under-represented group(s)	15	7.6 Privacy	31
3.2 Promote and elevate women and girls in community sport and active recreation	15	8. Resources and additional information	32
3.3 Stream details	16		
3.4 Types of activities and expenditure that will not be funded	20		
4. Funding levels	21		
4.1 Funding level 1: Up to \$5,000	21		
4.2 Funding level 2: Up to \$10,000	21		

Message from the Minister for Community Sport

Community sport and active recreation organisations play a significant role in advancing gender equity and enabling participation amongst women and girls at a grassroots level.

Through Change Our Game initiatives, the Victorian Government is working to level the playing field for women and girls in community sport and active recreation.

The 2024-25 Change Our Game Community Activation Grants Program will support local sport clubs and eligible organisations to deliver community level initiatives that encourages participation, builds capability and leadership, and celebrates women and girls.

Now in its eighth year, the program has funded 580 grants to community sporting clubs and organisations to deliver activities across the state across a wide range of sports, including basketball, cycling, flying disc, hockey, surfing, table tennis and volleyball.

One such initiative was with the Gippsland Soccer League, in partnership with Football Victoria, for a *Regional Female Administrator Leadership Program*. The 6-week program involved four group workshop sessions covering topics including integrity, respect and responsibility and media. The League's Female Football Sub-committee is continuing to increase female football participation, with the League also achieving a 50/50 gender balance on the Board of Directors in 2024.

The Program also complements the Victorian Government's Fair Access Policy Roadmap, by providing opportunities for clubs and organisations to undertake education and training, to support the implementation of local councils' policies to enable gender equitable access to, and use of, community sports infrastructure.

I am pleased to invite applications to the Program. I look forward to seeing more community sport and active recreation organisations taking positive action to make community sport accessible and inclusive for women and girls across Victoria.



The Hon. Ros Spence MP
Minister for Community Sport

Message from the Office for Women in Sport and Recreation

The Office for Women in Sport and Recreation is excited to open the 2024-25 Change Our Game Community Activation Grants Program, to support local activities to increase participation, build capability and celebrate the role of women and girls in sport and active recreation.

This Program supports community sport and active recreation clubs and organisations who are well placed to advance gender equality in their local communities, and we are proud to be able to support further local activities across Victoria.

Through this program we aim to support:

- clubs and organisations to increase participation of women and girls in community sport and recreation, with a particular focus on engaging those under-represented across our sector,
- the capability of local clubs and organisations in gender equity practices, in line with the Fair Access Policy Roadmap in place in Victoria to advance gender equitable access to, and use, of community sports infrastructure,
- women volunteering within community sport and active recreation, to support them as leaders in their community and sport.

We acknowledge the importance of driving the visibility of gender equality, and encourage all applications to promote and elevate women and girls in sport and active recreation through their initiative.

We also encourage applications that address barriers faced by women and girls who are under-represented in community sport and active recreation, to support the equitable inclusion of women and girls from all backgrounds and experiences.

By taking positive actions we can support further changes to leveling the playing field for women and girls in community sport and active recreation across Victoria.

At the Office, we are excited by the possibilities this program provides clubs and organisations to deliver local initiatives that can continue to advance gender equality in the sector, and look forward to receiving your application.



Sarah Styles
Director, Office for Women
in Sport and Recreation

1. Program description, objectives and outcomes

1.1 About the Program

The Office for Women in Sport and Recreation (OWSR) is working to increase participation, leadership and visibility of women and girls in sport and active recreation, including at the grassroots level.

Through the Change Our Game initiative, the sport and active recreation sector is being encouraged to challenge gender stereotypes and drive greater inclusion in sport and active recreation for all women and girls.

To support this progress, the 2024-25 Change Our Game Community Activation Grants Program (the program) funds community level initiatives that enable participation, build capability and celebrate the role of women and girls in community sport and active recreation.

Grants of up to \$10,000 are available to support community sport and recreation clubs or organisations to deliver initiatives that aim to increase participation and enhance gender equality in sport and active recreation.

This year's program offers grant opportunities under the following three streams:

STREAM 1 PARTICIPATION 	To support clubs, associations and organisations in building, connecting and sustaining the participation of women and girls in community sport and active recreation.
STREAM 2 CAPABILITY 	To undertake education and training opportunities to strengthen capability and leadership in gender equality policy and practice and/or inclusion and representation of women and girls in their sport, club, association or organisation.
STREAM 3 COMMUNITY LEADERS 	To access professional development for women volunteering within community sport and active recreation clubs, associations or organisations to develop as community leaders.

Since the program began in 2018, 580 grants to the value of more than \$2.9 million have been awarded to community sport and active recreation clubs and organisations across Victoria.

The program complements the Fair Access Policy Roadmap, which is an Australia-first policy that aims to give women and girls fairer access to community sports infrastructure, by supporting Victorian local councils to develop locally relevant gender equitable access and use policies. Since 1 July 2024, the requirement for local councils to have a policy in place, and to be able to show progress over time, is now part of the eligibility criteria for funding programs that support community sport infrastructure funding. Further information on the Fair Access Policy Roadmap can be found on the [Change Our Game](#) website.

1.2 Objectives of the Program

The program aims to:

- increase the participation options for women and girls in community sport or active recreation
- provide opportunities for clubs and organisations to gain relevant skills and knowledge of gender equity practices in community sport
- support the adoption and embedding of gender equitable access and use policies and practices of community sport facilities
- support women in community sport and recreation to access professional development opportunities
- increase the promotion and celebration of gender equality in sport and active recreation settings.



Photo credit: City Girls Leading in Football Project, City In the Community.

1.3 Outcomes of the Program

The program will fund activities that are aimed at achieving one or more of the following outcomes:

- increased participation by women and girls in community sport and active recreation
- enhanced understanding of gender equity practices within community sport and active recreation organisations
- more women in leadership roles in community sport and active recreation
- promotion and elevation of women and girls in sport and active recreation.

CASE STUDY: MACCABI VICTORIA

The Maccabi Women Social Sport Program supported women through weekly social basketball and volleyball groups. The program was open to women of all skill levels, including those that hadn't played previously, and provided the opportunity to participate in a flexible, non-judgemental, social and less structured format. Due to strong demand, Maccabi Victoria continued to deliver the Women's Social Catchball program (an adapted form of volleyball) in the following year.

1.4 Steps to apply

These program guidelines outline key information to support suitable applications to the program.

Applicants are encouraged to work through each of the following steps to inform their application. Further details are provided in the relevant sections within these program guidelines.

STEP 1: CHECK ELIGIBILITY TO APPLY:

- Prior to applying, it is important that applicants check their club/organisation is eligible to apply to the program.
- For Stream 3 (Community Leaders), check that individual candidates also meet eligibility criteria.
- If your proposed grant activity engages those under the age of 18, then applications are to meet child safety requirements.
- More information is outlined in [Section 2](#).

STEP 2: SELECT PROGRAM STREAM AND OUTLINE ACTIVITY:

- An eligible applicant can only submit an application to one stream of the program.
- For Stream 3 (Community Leaders) applicants can submit more than one application, however, only one application can be submitted for each eligible candidate.
- When outlining your activity, review the list of activities funded and those not funded under each stream.
- Across all streams, applications are strongly encouraged that engage women and girls from under-represented group(s) and include activities that promote and elevate women and girls in sport and active recreation aligned to their initiative or activity.
- More information is outlined in [Section 3](#).

STEP 3: SELECT FUNDING LEVEL:

- Applications across all streams can apply for a grant of up to \$5,000 (Funding Level 1).
- Applications to Stream 1 or Stream 2 can apply for a grant of up to \$10,000 (Funding Level 2), however these applications must clearly demonstrate how greater impact will be achieved or how multiple program outcomes will be delivered.
- More information is outlined in [Section 4](#).

STEP 4: PREPARE AND SUBMIT APPLICATION:

- Applications require responses to key questions in the application form aligned to the assessment criteria.
- Applications are to be submitted online by the closing date.
- More information is outlined in [Sections 5](#) and [6](#).

Applicants are also encouraged to review the information on the conditions that apply to applications and funding, which is outlined in [Section 7](#).

2. Eligibility

2.1 Eligible applicants

Applications must be submitted by one of the following Eligible Organisations (also known as Eligible Applicants):

- community sport and active recreation clubs, associations and organisations delivering sport and active recreation programs in Victoria
- regional sports assemblies*
- local government authorities*
- [state sporting associations, state sporting organisations and peak bodies recognised by Sport and Recreation Victoria](#)*. View the list at [Sport and Recreation Victoria's](#) website.
- where there is no recognised state sporting association, a national sporting organisation* recognised by the Australian Sports Commission may apply, or
- Aboriginal Community Controlled Organisations (ACCOs) and incorporated Aboriginal associations delivering sport and active recreation activities operating in Victoria. Aboriginal Community groups that are not incorporated may apply for a grant but must have an incorporated association acting as an auspicing body to manage the funding on their behalf through a funding agreement with the Department of Jobs, Skills, Industries and Regions (DJSIR, or the Department).

Eligible Organisations located close to state borders are able to contact ChangeOurGame@sport.vic.gov.au for guidance with applications.

* These entities must ensure the proposed activity will be delivered to one or more community-level clubs or organisations in Victoria, except where the proposed activity relates to professional development of individuals or groups of individuals volunteering in community sport.

ELIGIBLE ORGANISATIONS MUST ALSO:

- be a non-state or federal government, not-for-profit incorporated body with valid registration as either:
 - an incorporated association, or
 - a public company limited by guarantee.
- hold an active Australian Business Number (ABN) at the time of application;
- if they are a recognised regional sports assembly, state sporting association, state sporting organisations or peak body, have achieved the Victorian Government requirement for 40% women on their board or have an OWSR-approved work plan to meet this requirement (if applicable)
- for community sporting clubs, associations and sporting organisations that are affiliated with a recognised sport and active recreation body, that their affiliated governing body has achieved the Victorian Government requirement of minimum 40% women on their board or has an OWSR-approved action plan to meet this requirement (if applicable)
- if the funding will be used to deliver 'services to children' as defined in the Victorian Funding Guideline for Services to Children, be incorporated as a separate legal entity and hold appropriate insurance against child abuse. See [Section 2.5](#) for further details. Further information about this requirement can also be found at the [Justice and Community Safety](#) website.
- implement and maintain policies relating to the Child Safe Standards in accordance with the *Child Wellbeing and Safety Act 2005* (Vic). See [Section 2.5](#) for further details. Further information about this requirement can be found at [Commission for Young Children and Young People](#) website.

- if the organisation was named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or has received notice that it has been named in an application for redress to the National Redress Scheme:
 - have joined the National Redress Scheme, or
 - intend to join the National Redress Scheme, or
 - have been deemed ineligible to join the National Redress Scheme.
- See [Section 2.5](#) for further details. Further information about this requirement can be found at the [Justice and Community Safety](#) website.
- adhere to and enforce the *Fair Play Code* or their relevant state sporting association code of conduct/member protection policy, which incorporates the *Fair Play Code*. Further information about this code can be found on the [Sport and Recreation Victoria](#) website.
 - where applicable, comply with the Victorian Anti-doping Policy 2012. Further information about the policy can be found on the [Sport and Recreation Victoria](#) website.
 - have satisfactorily met reporting requirements on any previous or existing grants received from OWSR
 - have not received a grant in the 2023-2024 Change Our Game Community Activation Grants Program
 - to be eligible to apply under the Community Leaders Stream of this program, have not received a grant under the Community Leaders Stream of the 2024-25 Change Our Game Professional Development Scholarships Program.

CASE STUDY: ABERFELDIE SPORTS CLUB

In 2023, the club ran the Our Youth Girls football program for girls, which included short games and activities to encourage girls participation and assist in building confidence on and off the football field. The club added a program for under 8's, increasing participation opportunities, and included mentors and role models from the club's senior women players, coaches and team manager. This approach aligned with the club's vision for inclusivity by giving girls equal opportunity to develop and maximise their potential.

2.2 Ineligible Applicants

Ineligible applicants are all entities and organisations other than those listed in [Section 2.1](#) – Eligible Applicants, such as:

- school sport and recreation clubs
- university sport clubs that participate in inter-varsity competitions
- national sporting organisations where a recognised state body exists
- professional sporting clubs
- private entities
- health and recreation facility providers
- sole traders
- applicants that received a grant in the 2023-24 Change Our Game Community Activation Grants Program
- for the Community Leaders Stream of this program, applicants that received a grant under the Community Leaders Stream in the 2024-25 Change Our Game Professional Scholarships Program.

2.3 Stream 3 – Eligible Candidates

For **Stream 3 – Community Leaders** only, an Eligible Candidate is the individual seeking to complete the professional development opportunity.

To be an Eligible Candidate, individual(s) must:

- identify as a woman,
- be aged 18 years or over
- be a Victorian resident, and
- currently hold a volunteer role* in a community sport and active recreation club, association or organisation.

* Volunteers are those involved in non-playing roles as a volunteer, or who consider themselves a volunteer even if they receive some form of compensation.

2.4 Stream 3 – Ineligible Candidates

For the purposes of **Stream 3: Community Leaders**, Ineligible Candidates are all individuals except those listed in [Section 2.3 – Eligible Candidates](#). In addition, Ineligible Candidates include:

- Candidates currently employed by regional sports assemblies, local government authorities, state sporting associations, state sporting organisations and peak bodies recognised by Sport and Recreation Victoria, national sporting organisations or a professional sporting clubs or leagues are ineligible for professional development **in their employed capacity with these organisations**.
- Candidates who were successful in the 2024-25 Change Our Game Professional Development Scholarships Program.



Photo credit: Empower Her Ride Program, Maribyrnong City Council

2.5 Child safety requirements

CHILD SAFE STANDARDS

In line with the *Child Wellbeing and Safety Act 2005* (Vic), funding recipients must comply with the Child Safe Standards, including when delivering any funded initiatives.

The Child Safe Standards apply to non-government entities that provide services to young people aged under 18 years, including sporting and recreational services.

Compliance includes having in place a child safe policy and statement of commitment, appropriate recruitment and screening practices (which includes ensuring that all staff who will be delivering direct engagement activities to young people hold Working with Children Checks and any other relevant screening checks), a Code of Conduct, mechanisms for people to report concerns, and staff awareness and training measures.

You must provide the following confirmation of your organisation's commitment to the Child Safe Standards alongside your application:

- Child safe policy and statement of commitment
- Policies or procedures to ensure all staff who will be delivering direct engagement activities to young people hold Working with Children Checks and any other relevant screening checks.

Further information about Child Safe Standards can be found at ccyp.vic.gov.au/child-safe-standards/.

VICTORIAN FUNDING GUIDELINE FOR SERVICES TO CHILDREN

In accordance with the Victorian Funding Guideline for Services to Children, all non-government organisations that are funded by the Victorian Government to deliver services to children must be incorporated and insured against child abuse.

'Services to children' means services or activities where the organisation is responsible for the supervision of, or authority over, children (any person under the age of 18). It does not include one-off activities, or incidental or ad hoc contact with children.

If grant funding will be used to deliver 'services to children', the department can only fund the applicant if it is incorporated and holds appropriate child abuse insurance.

See the following table for further guidance on what will and will not constitute 'services to children'.



Photo credit: Junior and Youth Girls Modified Program, AFL Goulburn Murray

SERVICES TO CHILDREN

(Child abuse insurance and incorporation compulsory)

- A recurring event or activity where your organisation is delivering services to children and is responsible for the supervision of, or authority over, a child during all or a component of the event or activity.

NOT SERVICES TO CHILDREN

(Child abuse insurance and incorporation not compulsory)

- Any one-off event, regardless of the activities being delivered.
- A recurring event or activity that only includes incidental or ad hoc contact with children.
- A recurring event or activity where your organisation is delivering the services but a parent, guardian or caregiver will be present at all times and have direct supervision of the child during the entire activity or event. (i.e., the supervision by a parent, guardian or caregiver is a condition of the child's participation in the activity or event).
- A recurring event or activity where your organisation is delivering services to children, but the funding will not be used to deliver those services.

Examples:

- A recurring sporting event or activity that includes events or activities for under 18s where parents/guardians are not required to be present and responsible for supervising their participating children.
- A sporting event or activity that includes clinics which will be delivered to school groups without teachers present and supervising.

Examples:

- A one-off sporting event or activity.
- A sporting event or activity where children may be part of the general public as spectators.
- A sporting event or activity that includes events or activities for under 18s where parents/guardians must be present and are responsible for supervising their children at all times.
- A sporting event or activity that includes clinics which will be delivered to school groups with teachers present and supervising at all times.
- Funding provided for a sporting event or activity that will be used only to cover equipment (even if that equipment will be used by under 18s).

If you are proposing to use any grant funding to deliver 'services to children', you must provide evidence of the following alongside your application:

- Incorporation of your organisation as a separate legal entity.
- Insurance against child abuse.
For example, a copy of your:
 - organisation's child abuse insurance policy, or
 - if your organisation is affiliated with a State Sporting Association, a State Sporting Association's child abuse insurance policy that specifically covers your organisation against child abuse.

Further information about the Victorian Funding Guideline for Services to Children requirements can be found at the [Justice and Community Safety](#) website.

NATIONAL REDRESS SCHEME

A funding recipient must comply with Victorian Government Policy on Institutional Participation in the National Redress Scheme for Institutional Child Sexual Abuse – see the [Justice and Community Safety](#) website.

If your organisation was named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or has received notice that it has been named in an application for redress to the National Redress Scheme, you must advise the department in your application and provide evidence that your organisation:

- has joined the National Redress Scheme, or
- intends to join the National Redress Scheme within 6 months of receiving the relevant notice, or
- has been deemed ineligible to join the National Redress Scheme.

Appropriate evidence will include correspondence with the National Redress Scheme Operator or a listing on the National Redress Scheme website (www.nationalredress.gov.au/).

If an organisation receives funding under this program, it must also notify the department if it is named in an application for redress to the National Redress Scheme at any time during the period covered by the relevant grant agreement.



Photo Credit: Growing sport and recreation participation for deaf girls and women, Australian Deaf Sports

3. Program streams

3.1 Under-represented group(s)

Across all streams, applications are encouraged to recognise that some women and girls are affected by more than one form of discrimination and disadvantage, and that applications should seek to understand and address the barriers experienced.

Applications that engage women and girls from under-represented group(s) facing greater barriers to participation are strongly encouraged, including:

- women and girls who are Aboriginal and/or Torres Strait Islander
- women and girls from culturally and linguistically diverse (CALD) communities
- women and girls with a disability
- women and girls in regional and rural communities
- the LGBTIQ+ community and/or
- women and girls from low socioeconomic areas.

CASE STUDY: CITY OF MARIBYRNONG

In 2024, the Empower Her Ride program was delivered by the Maribyrnong City Council in collaboration with Community Bike Hub. The empowering multicultural women's bike program ran over 6 weeks, and involved learning the fundamentals of bike riding led by experienced instructors. This inclusive initiative aimed to celebrate diversity, and created a supportive space and opportunity for women from all backgrounds to embrace riding as a means of transport, physical activity and a shared experience that can bridge generational and cultural gaps.

3.2 Promote and elevate women and girls in community sport and active recreation

Across all streams, applications are encouraged to include activities that promote and elevate women and girls in sport and active recreation, aligned to their initiative or activity. Such activities may include:

- displaying inclusive, diverse and welcoming photos and words in club rooms
- creating club awards that are reflective of, and achievable for, all players
- promoting women and girls on websites and social media channels
- including a diverse range of women and girls in promotions, including a diversity of roles (e.g. player, coach, official, committee member), ability and background
- recognition of the contributions of women coaches and officials through targeted and ongoing campaigns, highlighting the diverse range of women coaches and officials and their contributions to their clubs.

3.3 Stream details

Eligible Organisations can only submit an application to one of the following streams:

Clubs and organisations are encouraged to select the stream most relevant to their activity.



Support clubs, associations and organisations in building, connecting and sustaining the participation of women and girls in community sport and active recreation

Activities under this stream could include (but are not limited to):

- **Attract and retain women and girls:** For initiatives aimed at encouraging women and girls to participate in community sport and active recreation:
 - multi-session programs that lead into an ongoing opportunity aimed at reducing barriers to participation for women and girls
 - a Change Our Game women’s round within a league or competition for clubs to promote participation opportunities for women and girls within their sport
 - social non-competitive sport or active recreation offerings.

- **Increase the diversity of women and girls participating:** For initiatives that focus on encouraging participation among under-represented group(s). Refer to [Section 3.1](#) for the list of under-represented group(s), including those living with disability, Aboriginal and/or Torres Strait Islander people, and those from rural and regional communities:
 - inclusive participation programs that specifically address barriers for women and girls who are under-represented in community sport
 - a cultural event focused on inclusion and promotion of women and girls appropriate to the community
 - partnership work with women, parents and girls to provide culturally appropriate and / or flexible uniform options to enable participation in community sport or active recreation activity.

Activities can be open to the whole community, they are not required to only involve women and girls.

CASE STUDY: ONE BALL

One Ball ran a program to encourage women’s participation in soccer by addressing the cultural and financial barriers encountered by young Muslim girls in the Cranbourne area. The program provided 25 Muslim girls aged 12-17 with the soccer program, including providing culturally sensitive clothing to ensure an inclusive environment. Two refugee members of the Afghan National Women’s soccer team were also trained as coaches. The program was promoted through a local school with a significant Muslim student population, with sessions run twice a week over 20 weeks. Sports participation amongst Muslim girls increased as a result of the program.

STREAM 2 CAPABILITY



Undertake education and training opportunities to strengthen capability and leadership in gender equality policy and practice and/or inclusion and representation of women and girls in their sport, club, association or organisation

Activities under this stream could include (but are not limited to):

- **Develop or strengthen safe, welcoming and inclusive environments for women and girls:** For community sport club members, players or leadership to create a welcome, safe and inclusive club environment for women and girls:
 - education and/or training sessions to implement actions from their local council's gender equitable access and use policies (or equivalent) aligned with the Victorian Government Fair Access Policy Roadmap.
 - workshops and training to create or strengthen more inclusive and supportive environments, including but not limited to Men As Allies training
 - bystander training to develop or strengthen skills and confidence to intervene when witnessing inappropriate behaviour and develop strategies to promote gender equality
 - education sessions to address racism and cultural discrimination and promote a safe social and cultural space
 - work experience opportunities at the club for Aboriginal and/or Torres Strait Islander girls or girls from culturally and linguistically diverse communities, to introduce them to roles other than as players and as an introduction to the sport industry.

- **Educate or celebrate gender equity:**

For clubs and organisations to hold forums or seminars to educate or celebrate gender equity in sport:

- leadership summits to share and learn from role models and success stories in gender equity
- community symposiums and forums focused on showcasing experiences and developing collaborative strategies around gender equity and inclusion, particularly for those from under-represented group(s) (refer to [Section 3.1](#)).
- targeted networking events with a purpose to build connections and collaboration to embed change.

CASE STUDY: GEELONG AMATEUR FOOTBALL AND NETBALL CLUB

The club developed an inclusion and growth strategy for female football, which led to an action plan that will guide implementation of activities in the 2025 season. Workshops and surveys were held across the entire club, with the outcomes used to guide the strategy's development. The strategy has provided the foundation for a wider club strategy on inclusion that includes netball, and junior and senior men's football. Forming a women and girls sub-committee for the 2025 season is a pillar of the club's approach to ongoing implementation of the strategy.

- **Strategy, plan or policy development:**
For clubs and organisations to develop, strengthen and/or implement:
 - women and girls’ inclusion or participation strategy, to increase participation in the club (on and off the field).
 - gender equity action plans for clubs, to align with their local council gender equitable and usage policy (or equivalent) aligned to the Victorian Government’s Fair Access Policy Roadmap.
 - gender impact assessments on club policies, plans and infrastructure projects.
 - inclusive policies, for example the development of a flexible uniform policy that supports women and girls to participate or a policy aimed at improving gender balance on club committees.
- **Support women and girls in the workforce:**
For clubs and organisations to facilitate skill and technical development for a **group** of club/organisation members:
 - coaching or officiating course to a group of new or aspiring coaches, officials and umpires
 - develop an induction program and flexible options for women and girls to coach teams or athletes
 - governance and leadership training to attract and retain women on club committees or boards
 - mental health training to equip volunteers with understanding of mental health and wellbeing
 - mentor program to provide support in a leadership role, including as a coach, official or committee member
 - Aboriginal cultural engagement, practice and safety training.

The Fair Access Policy Roadmap (the Roadmap) is an Australia-first policy that aims to give women and girls fairer access to publicly owned community sports infrastructure.

Since 1 July 2024, Victorian Government funding criteria for programs supporting community sport infrastructure now require a gender equitable access and use policy (or equivalent) to be in place, and for progress to occur over time, for local councils to remain eligible to apply.

Further information on the Fair Access Policy Roadmap can be found on the [Change Our Game](#) website including what the Fair Access Policy means and tangible actions for community sport and active recreation clubs.

STREAM 3 COMMUNITY LEADERS



Access professional development for women volunteering within community sport and active recreation clubs, associations or organisations to develop as community leaders

Eligible Organisations can submit more than one application to Stream 3, however, only one application per Eligible Candidate can be submitted. For example, a club can submit an application for a woman coach to undertake coach training and a second application for a woman committee member to undertake governance training. Eligible Organisations applying for Stream 3 cannot apply for other streams.

The individual who aims to complete the professional development activity must meet the requirements of an Eligible Candidate (refer [Section 2.3](#)).

Applications under this stream are encouraged to focus on specialist and/or technical skill development training specific to the volunteer role of the individual Candidate.

Activities under this stream could include (but are not limited to):

- coach, umpire and/or sports trainer training and accreditation
- governance training
- project or event management
- media and communications training
- sports administration training
- strategic planning and management
- change management
- negotiation
- financial management.



Photo credit: Williamstown Seagulls FIDA Football Club

3.4 Types of activities and expenditure that will not be funded

Examples of activities which will not be supported through the program include (but are not limited to):

- applications that are only seeking funding for uniforms, equipment or transportation. Equipment (including adaptive), uniforms and transportation may form part of the application, but the activity the funding is sought for must adhere to the program objectives and outcomes
- single event days e.g "come and try"
- gala nights and end of season celebrations
- ongoing 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 retrospective. Funding will not be provided for activities that have already occurred or are planned to take place prior to funding being provided
- no part of any approved grant amount can be applied to the costs of a third-party grant writer

- initiatives or projects which have or are already receiving funding through the Sport and Recreation Victoria Sporting Clubs grants for eligible projects under that program
- for general professional development or leadership courses that do not support specialist skill development
- requests to attend multiple professional development courses/activities
- attending conference-style events and/or symposiums that do not support specialist skill development
- requests to attend sporting events as a competitor, coach, volunteer or administrator
- professional development of staff that an organisation should reasonably fund as part of business as usual
- subscriptions or memberships to professional associations or bodies
- for the Community Leaders stream, professional development activities that only align with an Eligible Applicant's paid employment, and not their volunteer role with an Eligible Organisation
- applications for projects to deliver services to children if any entity involved in the delivery of the project does not have the appropriate level of insurance that covers the entity, its employees and agents working with children and the entity's liability in respect of institutional child sexual abuse claims.

All decisions about activities and expenditure that will be considered for funding are at the sole and absolute discretion of OWSR.

4. Funding levels

The program offers 2 levels of funding, and Eligible Organisations need to identify which funding level is most appropriate for its application:

4.1 Funding level 1: Up to \$5,000

This funding level is open to applications across **all streams** of the program.

This funding level is where the majority of available funds is expected to be allocated to deliver the program's objectives and outcomes.

4.2 Funding level 2: Up to \$10,000

This funding level is open to applications across **Stream 1 and Stream 2** only.

This funding level is limited to applications that can either:

1. **Achieve a greater impact through their initiative or activity** by demonstrating:
 - **Stream 1 – Participation:** by demonstrating one or more of the following:
 - clearly engaging **significantly more** women and girls (more than 100 individuals)
 - focussing on engaging women and girls from **under-represented** group(s)
 - engaging across **multiple** clubs or partner organisations (more than 3)
 - achieving participation outcomes over a **longer duration** (more than 8 weeks).

OR

- **Stream 2 – Capability:** by demonstrating learning and training opportunities that build capability and leadership across **multiple** clubs or partner organisations (more than 3).

Applicants must describe in detail the greater impact, reach or duration that will be intended for the funding amount being applied for.

2. **Achieve multiple program outcomes** through delivering multiple activities from **across Stream 1 and 2**. Applications are to:
 - Clearly outline how the activities across Stream 1 and 2 are connected to achieve multiple outcomes in line with the program outcomes (refer [Section 1.3](#)).
 - For example, an application from a community sporting club that includes funding to deliver a coaching course for new coaches (Stream 2) to support the delivery of a new multi-session program to engage women back into playing a sport (Stream 1).
 - Determine whether the activities align more with Stream 1 or 2 and apply under that stream. This may consider whether the majority of the funding or the number of activities to be delivered aligns more to Stream 1 or 2.
 - For example, an application that has 80% of the funding allocated to activities aligned to Stream 1 would apply under that stream.

CASE STUDY: GIPPSLAND SOCCER LEAGUE

The Gippsland Soccer League partnered with Football Victoria, to deliver a Regional Female Administrator Leadership Program. Delivered through four group workshop sessions over a 6 week period, the sessions featured a range of experts from both within and outside of football. The sessions covered a range of topics including integrity, child safety, dispute resolution, respect and responsibility, sponsorship, partnerships, referees, competition management, governance and media. The League's Female Football Sub-committee continues to increase female football participation, with the League also achieving a 50/50 gender balance on its Board of Directors in 2024.

5. Application process

5.1 Process for applicants

STEP 1: CHECK YOUR ELIGIBILITY

Check the detailed information contained in these Guidelines to see if your organisation is eligible.

STEP 2: APPLY ONLINE USING GRANTS ONLINE

The link to apply online can be found on the [Change Our Game](#) website program page.

Make sure you have the information you need on hand including required documents and click on 'start new application' to begin your application through Grants Online. You will receive an application number when you submit an application. Please quote your application number in all correspondence relating to your application.

Applicants are strongly encouraged to save the application regularly and prepare responses to the application questions in a separate document, to minimise the risk of information being lost prior to submitting your application, including in the event of technical issues.

ADVANTAGES OF APPLYING ONLINE

Submitting your application through Grants Online ensures it is received immediately and can be processed in the most efficient way. If you need assistance with applying online, please contact the Office for Women in Sport and Recreation at ChangeOurGame@sport.vic.gov.au.



Photo credit: AFL Masters Women's Competition, AFL Victorian Metropolitan Superules Football League. Donovan Chin Photography.

5.2 Application questions

Application questions and guidance documents are available on the [Change Our Game](#) program webpage to assist organisations prepare an application.

As part of an application to the program, responses to the following questions will be required:

1

Please describe your activity in detail and clearly outline how it will be implemented, including:

- proposed start and completion date
- scope of the program, event, activity or professional development training (for example, multi event project plan)
- detailed and realistic budget. If your proposed activity involves a financial contribution from your organisation, please acknowledge this in your answer.
- in addition, if applying for professional development training under **Stream 2 or Stream 3**:
 - **Stream 2**: please outline how the proposed activity will benefit the group of individuals
 - **Stream 3**: please describe your (or the Candidate's) current position in the sport and active recreation sector, any previous relevant volunteer or work experience and how the proposed activity will benefit the Candidate
 - where available, attach or provide a link to training company and/or course website or brochure (**Stream 2 and Stream 3**).

2

Please detail how the proposed activity supports one or more of the following program outcomes (refer [Section 1.3](#)) and demonstrates value for money:

- increased participation by women and girls in community sport and active recreation
- enhanced understanding of gender equity practices within community sport and active recreation organisations
- more women in leadership roles in community sport and active recreation
- promotion and elevation of women and girls in sport and active recreation.

3

Please detail how the activity will support the applicant club or organisation, including its commitment to gender equality and levelling the playing field for women and girls in sport and active recreation.

- in addition, if applying for professional development training under **Stream 2 or Stream 3**:
 - please outline how the proposed activity will benefit the applicant club or organisation
 - for **Stream 3**, it is strongly encouraged to include a **letter of support** from a representative from the individual's club, association or organisation.

4

Please detail how the activity aims to benefit people from under-represented group(s) (as referenced in [Section 3.1](#))

5

Please detail in what way the activity aims to promote and elevate women and girls in community sport and active recreation (as referenced in [Section 3.2](#))

5.3 Application Eligibility and Requirements

Eligible Organisation/ Applicant	Eligible Candidate (Individual)	Funding Level	Application Submitted By	Application Supporting Documentation
STREAM 1 – PARTICIPATION				
Eligible organisations as listed in Section 2.1	Not applicable	Level 1 (grants up to \$5,000) OR Level 2 (grant up to \$10,000)	Eligible Organisation	Relevant evidence required on child safety (refer Section 2.5)
STREAM 2 – CAPABILITY				
Eligible organisations as listed in Section 2.1	Not applicable	Level 1 (grants up to \$5,000) OR Level 2 (grant up to \$10,000)	Eligible Organisation	Training company and/or course website or brochure Relevant evidence required on child safety (refer Section 2.5)
STREAM 3 – COMMUNITY LEADERS				
Eligible organisations as listed in Section 2.1	Be currently in volunteer role in a community sport and active recreation club, association or organisation. Refer to Section 2.3	Level 1 (grants up to \$5,000)	Eligible Organisation, with the application form completed by either: <ul style="list-style-type: none"> an authorised person from the club/organisation, or the Eligible Candidate, with the application authorisation by a representative from the Eligible Organisation (for example, by a club president or secretary or a senior representative/ manager employed by the club/organisation) 	Training company and/or course website or brochure A letter of support from a representative from the club/ organisation is strongly encouraged

5.4 Assessment process

Eligible applications will be competitively assessed based on responses provided in the application form by an assessment panel against the criteria listed in [Section 5.5](#) below.

The assessment panel will:

1. review and score applications against the assessment criteria
2. rank all applications
3. determine the number of applications that will be recommended subject to funding being available
4. recommend the applications for approval.

It is expected that more applications will be received than can be funded. Eligibility to the program does not guarantee funding.

The decisions on all matters on recommending and awarding of the grant funding is at the absolute discretion of the Minister and Department. OWSR reserves the right to amend these Guidelines at any time.



Photo credit: A Fun and Healthy Way to Get You (Re)Hooked to Hockey, Footscray Hockey Club. Andrew Wiseman, Wisemansports

APPLICANT CHECKS

Applicants may be subject to due diligence assessments to enable the Department to assess financial and other non-financial risks associated with the application. Outcomes from such assessments may be taken into account in any decision to recommend or award a grant and in contracting with successful applicants.

Such checks may include:

- ABN and Incorporation data validation
- Verifying organisational bank details for accuracy
- The risk profile, financial viability and management capacity of the applicant's business or association over the duration of the proposed activity.

The Department may, at any time, remove an applicant from the application and assessment process, if in the Department's opinion, association with the applicant may bring the Department, a Minister or the State of Victoria into disrepute.

CASE STUDY: WILLIAMSTOWN SEAGULLS FIDA FOOTBALL CLUB INC

In celebration of the AFL Women's Coaching Month in 2023, Williamstown Seagulls FIDA Football Club held a Disability Football for Women Coaches program. The program involved a series of coaching activities for women and girls to develop their coaching skills with participants who have an intellectual disability. This included education sessions, in conjunction with the All Play Footy Disability Inclusion Coaching Course, hands-on opportunities to conduct small-group training activities during regular club training sessions, and the opportunity to observe and assist in game-day coaching in a disability football competition.

5.5 Assessment criteria

Applications are competitive and will be assessed against the criteria outlined below:

Assessment Criteria	Weighting
<p>Ability to clearly outline:</p> <ul style="list-style-type: none"> the proposed start and completion date the scope of the program, event, activity or professional development training (for example, multi event project plan) a detailed and realistic budget (if your proposed activity involves a financial contribution from your organisation, please acknowledge this in your answer) In addition, if applying for professional development training (under Stream 2 or Stream 3): <ul style="list-style-type: none"> clearly outline how the proposed activity will benefit the group of individuals (Stream 2), or individual Candidate relevant to their current position and previous experience (Stream 3) includes training company and/or course website or brochure (Stream 2 and 3) 	30%
<p>Alignment to one or more program outcomes (below), as related to the stream the application is for, and demonstration of value for money:</p> <ul style="list-style-type: none"> increased participation by women and girls in community sport and active recreation enhanced understanding of gender equity practices within community sport and active recreation organisations more women in leadership roles in community sport and active recreation promotion and elevation of women and girls in sport and active recreation 	30%
<ul style="list-style-type: none"> Details how the activity will support the applicant club or organisation, including its commitment to gender equality and levelling the playing field for women and girls in sport and active recreation. In addition, if applying for professional development training under Stream 2 or Stream 3: <ul style="list-style-type: none"> clearly outlines how the proposed activity will benefit the club or organisation (Stream 2 or Stream 3) includes a letter of support from a representative from the individual's club, association or organisation, which is strongly encouraged (Stream 3). 	25%
<ul style="list-style-type: none"> Details how the activity aims to benefit people from under-represented group(s), as referenced in Section 3.1 	10%
<ul style="list-style-type: none"> Details how the activity aims to promote and elevate women and girls in community sport and active recreation, as referenced in Section 3.2 	5%

5.6 Use of third-party grant writers

While a community sport and recreation club or organisation may engage a third-party grant writer to assist it develop an application, organisations need to be aware that it is the organisation, **not** the grant writer, that is making an application for funding. In any successful grant, **it is the community sport and recreation club or organisation – not the grant writer – that is responsible for delivering the funded activity and entering a binding agreement.**

For this reason, the organisation must ensure the accuracy and truthfulness of all matters contained in an application, whether prepared by the organisation or by a grant writer on its behalf.

OWSR, as part of the Department, will only liaise with the authorised organisational contact as per the application for application enquiries or funding arrangements.

No part of any approved grant amount can be applied to the costs of a third-party grant writer.



Photo credit: Junior Netball, Boolara Football Netball Club

6. Timelines

MILESTONE	DATE
Applications open	Wednesday 29 January 2025
Applications close	5pm AEDT, Wednesday 26 February 2025
Announcement of successful applicants	May 2025



Photo credit: Fairway Women's Fun Golf Program, Trentham Golf Club

7. Conditions that apply to applications and funding

7.1 Funding Agreements

The Applicant Organisation will enter into a funding agreement with the State of Victoria as represented by Department of Jobs, Skills, Industry and Regions (DJSIR) as part of the application process where the Applicant Organisation will accept and agree to be bound by the terms and conditions of the grant as set out in the application form and these guidelines. By completing the application form, the Applicant Organisation is making an offer to DJSIR and will be bound by the terms of the offer if accepted by DJSIR. These terms establish the parties and their commitments and obligations to each other and set out the general terms and conditions of funding.

If the Applicant Organisation is successful, OWSR will notify the Applicant Organisation via an Email of Acceptance. This will form an agreement between the Applicant Organisation and DJSIR on the terms contained in the Applicant's Organisation application, the Email of Acceptance, the guidelines, and the terms and conditions of the grant in the application form.

In relation to the Goods and Services Tax (GST), if the successful Applicant Organisation is:

- registered for GST, where applicable, GST will be added to the grant payment. Example: If the approved funding is \$5,000 GST exclusive, the Department will process payments totalling \$5,500 (\$5,000 GST exclusive funding + \$500 GST).
- not registered for GST, GST will not be added to the grant payment. Example: If the approved funding is \$5,000 GST exclusive, the Department will only process payments totalling \$5,000 GST exclusive. These applicants may also be required to complete a Statement by Supplier form.

The funding agreement will include reference to the following:

- grant recipients must adhere to the Fair Play Code (formerly Victorian Code of Conduct for Community Sport) www.sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code
- grant recipients must comply with the expectations of the Victorian Anti-doping Policy 2012 www.sport.vic.gov.au/victorian-anti-doping-policy-2012
- grant recipients must comply with all Child Safe considerations if applicable
- if funded to deliver services to children, the grant recipient must be an incorporated legal entity that can be sued in child abuse proceedings and be appropriately insured against child abuse
- it is a requirement of this grant that if an institution has been named in an application or receives a Notice of Redress Liability, they must join or intend to join the National Redress Scheme (the Scheme). For more information on the Scheme please visit the NRS website nationalredress.gov.au/about
- the activity must be completed within 18 months following confirmation of the Email of Acceptance. Any unspent funds must be returned to DJSIR
- funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to DJSIR for approval prior to implementation
- no GST will be payable in addition to the grant amount if organisations are not registered for GST
- grant recipients agree to complete a grant acquittal and partake in a survey as requested by OWSR.

Payments will be made conditional upon:

- the Applicant Organisation acknowledging the Email of Acceptance
- previous grants (if any) having been acquitted to DJSIR's satisfaction including provision of required/requested information and reports to the satisfaction of the Department
- providing a completed Australian Tax Office [Statement by Supplier form](#) indicating that no tax is or will be withheld from any grant payments, for successful applicants without an active Australian Business Number
- other terms and conditions of funding continue to be met.

7.2 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 program from OWSR, as outlined in the funding agreement. This includes the requirement that all activities acknowledge Victorian Government support through logo presentation on any activity related publications, signage, media releases and promotional material consistent with the guidelines for Victorian Government Advertising and Communications (available at www.dpc.vic.gov.au) or as otherwise specified by the Department.

Successful applicants are requested to tag [@ChangeOurGame](#) in related social media posts and use the hashtag [#ChangeOurGame](#).

Successful applicant organisations and candidates may be requested to contribute information on activity outcomes and authorise the usage of images, testimonials, videos and/or sound recordings for use in any form of media for publicity, marketing, advertising and promotional purposes in relation to OWSR and/or the DJSIR's initiatives, materials or projects or other work which must be for a public purpose. The Department may include the name of the recipient organisation and funding amount in any publicity material and in its annual report.

7.3 Complaints and feedback

Any complaints or feedback you have about this grant opportunity may be made in relation to:

- the timeliness of the process
- communication provided by the Department
- adherence to the published program guidelines.

If an applicant wants to lodge a complaint or provide feedback to the Department about the process for a grant application, requests can be made via this [online form](#), by sending a written request to ChangeOurGame@sport.vic.gov.au or by calling 1800 878 969.

Requests can be made in relation to the application process and adherence to these guidelines. Re-assessment of an application or overturning of a funding decision for a merit-based grant, will not be considered through the complaints process.

Once your complaint has been received by the Department, it will be acknowledged within 2 working day and provided to the review team to be resolved.

Your complaint will be resolved within 28 business days unless further investigation is required. If further investigation is required, you may be contacted by phone or email asking for additional information.

You can also send written feedback to the Office for Women in Sport and Recreation at ChangeOurGame@sport.vic.gov.au.

7.4 Department Probity and Decision-Making

The Victorian Government makes every effort to ensure the grant application and assessment process is fair and undertaken in line with the published guidelines.

The decisions on all matters on recommending and awarding of the grant funding is at the absolute discretion of the Minister and Department. This includes not recommending or awarding applications for funding or approving a lesser amount than that applied for.

These guidelines and the application terms may be changed from time to time, as appropriate.

The Department may request an applicant provide further information should it be necessary, to assess an application against the program's policy objectives.

Victorian Government staff work to the Code of Conduct for Victorian Public Service Employees (Section 61) of the *Public Administration Act 2004* (Vic), including processes set out to avoid conflicts of interest. This includes an obligation to avoid conflicts of interest wherever possible and declare and manage any conflicts of interest that cannot be avoided.

7.5 Applicant Conflict of Interest

A conflict of interest arises where a person makes a decision or exercises a power in a way that may be, or may be perceived to be, influenced by either material personal interests (financial or non-financial) or material personal associations. A conflict of interest may arise where a grant applicant:

- Has a professional, commercial, or personal relationship with a party who is able to, or may be perceived to, influence the application assessment process, such as a Victorian Government staff member, or
- Has a relationship with, or interest in, an organisation which is likely to interfere with or restrict the applicant from carrying out the proposed activities fairly and independently.

Applicants must advise the Department of any actual, potential, or perceived conflicts of interest relating to a project for which it has applied for funding.

7.6 Privacy

Any personal information provided for this program will be collected and used by the Department for the purposes of assessing eligibility, program administration, program review and evaluation. The personal information or health information you provide in your application for a Change Our Game program will be collected, used, managed, and is securely stored by the Department. Personal information may be shared by the Department with a third-party provider to enable the third-party to undertake evaluation of the program.

The Department completes a range of eligibility assessments that may include data matching to clarify the accuracy and quality of information supplied. This is part of our auditing and monitoring processes and for confirming eligibility across this program.

As part of our administration, the Department may need to disclose your personal or health information with others for the purpose of assessment, consultation, audit, evaluation and reporting. This can include other departmental staff, Members of Parliament and their staff, external experts such as assessment panels or other government departments.

The Department collects demographic information for economic reporting purposes. No personal information is used in reporting; all reports are presented with aggregated data.

If you include or intend to include personal information about third parties in your application, please ensure that they are aware of and consent to the contents of this privacy statement, noting any personal information about you or a third party in your application is collected, held, managed, used, disclosed, or shared in accordance with the provisions of the *Privacy and Data Protection Act 2014* (Vic) and other applicable laws.

Enquiries about access or correction to your personal information, can be emailed to ChangeOurGame@sport.vic.gov.au

Other concerns regarding the privacy of personal information, can be emailed to the Department's Privacy Unit at privacy@ecodev.vic.gov.au. The Department's privacy policy is also available by emailing the Department's Privacy Unit.

8. Resources and additional information

Contact the Grants Information Line on 1800 325 206 for the cost of a local call (except from a mobile phone) on any weekday between 9am and 5pm (except for public holidays) or please contact the contact the Office for Women in Sport and Recreation at ChangeOurGame@sport.vic.gov.au.



CHANGE OUR GAME

Disclaimer

This document is accurate at the time of publishing but may be subjected to changes at OWSR's discretion. OWSR reserves the right to amend these guidelines and the terms and conditions of funding at any time as it deems appropriate.

Authorised by the Office
for Women in Sport and Recreation
Department of Jobs, Skills,
Industry and Regions
1 Spring Street Melbourne Victoria 3000
Telephone (03) 9651 9999

© Copyright State of Victoria,
Department of Jobs, Skills, Industry
and Regions 2025

Except for any logos, emblems, trademarks,
artwork and photography this document
is made available under the terms of
the Creative Commons Attribution 3.0
Australia license.

This document is also available
in an accessible format at
ChangeOurGame.vic.gov.au

DJSIR14423_0125