

**CHANGE
OUR
GAME**



Change Our Game

Community Activation
Grants Program



2023-24 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.

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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 Allan Labor Government is working to level the playing field for women and girls in community sport and active recreation.

The Allan Labor Government's 2023-24 *Change Our Game* Community Activation Grants Program, delivered through the Office for Women in Sport and Recreation, supports local sport clubs and eligible organisations to deliver community-level initiatives that enable participation, build capability and leadership, and celebrate women and girls.

Now in its seventh year, the Program has funded 461 grants to community sporting clubs and organisations to deliver activities across the state across a wide range of sports, including baseball, canoeing, golf, gymnastics, ice hockey, lawn bowls, lifesaving, rowing, surfing and tennis.

One such initiative with the Benalla Golf Club saw 75 women and girls participate in a *Fun on the Fairways – Girls in Golf* program. The 9-week program provided a safe and supportive environment for participants to learn golf skills, game play and course etiquette, resulting in a 20% increase in competition rounds played by women.

This Program also complements the Allan Labor Government's Fair Access Policy Roadmap, by providing opportunities for clubs and organisations to undertake education and training to support gender equitable access to, and use of, community sports infrastructure.

I welcome applications to the Program and look forward to seeing positive action taken to make community sport more accessible and inclusive for women and girls.



The Hon. Ros Spence MP
Minister for Community Sport

Message from the Office for Women in Sport and Recreation

At the Office for Women in Sport and Recreation, we are excited to open the 2023-24 *Change Our Game* Community Activation Grants Program.

Community sport and active recreation clubs and organisations are having an incredible impact in the movement towards gender equality, and we are proud to be supporting local activities to increase participation, build capability and celebrate and elevate the role of women and girls in community sport and active recreation.

Through this Program we aim to support:

- clubs and organisations to increase participation of women and girls in community sport and recreation
- 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 and working in 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 applications to promote and elevate women and girls in sport and active recreation through their initiative.

We encourage applications for initiatives that support the equitable inclusion of women and girls from all backgrounds and experiences, particularly where those activities look to engage women and girls under-represented in community sport and active recreation.

Here at the Office, we look forward to seeing how the opportunities supported through the *Change Our Game* Community Activation Grants Program drive practices that support levelling the playing field for women and girls in community sport and active recreation across Victoria.



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 2023-24 *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 and organisations in building, connecting and sustaining the participation of women and girls in community sport and active recreation.
STREAM 2 CAPABILITY		To undertake learning and training opportunities to build capability and leadership in gender equality policy and practice in their sport, club or organisation.
STREAM 3 COMMUNITY LEADERS		To support women, or a group of women, volunteering or working within community sport and active recreation clubs or organisations to access professional development opportunities.

Since the Program began in 2018, 461 grants to the value of more than \$2.2 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 Government Authorities to develop their own gender equitable access and use policies by 1 July 2024 to remain eligible for 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.

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: DEAF SPORTS AUSTRALIA

Deaf Sports Australia delivered a series of four sport and recreation events that provided social interaction and games for deaf and hard of hearing women and girls (aged 12 – 30 years) across Victoria. The program was promoted to 2,000 deaf or hard of hearing girls in the Victorian education sector, and provided pathway opportunities for 83 participants to further their sport experience at state, national and international levels.

2. Eligibility

2.1 Eligible Applicants

Applications must be submitted by one of the following:

- 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* sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations
- 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).

Organisations based close to state borders should contact changeourgame@sport.vic.gov.au for guidance with applications.

* These entities must ensure the proposed activity is 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.

ELIGIBLE APPLICANTS MUST ALSO:

- be a non-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 an applicant intends to deliver services to children, it must be appropriately insured against child abuse. Further information about this requirement can be found at www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new
- be an incorporated separate legal entity that can be sued in child abuse proceedings and be appropriately insured against child abuse if the funding is for the delivery of services to children. Further information about this requirement can be found on the Justice and Community Safety website www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new

- 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 sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code
- implement and maintain policies relating to the Child Safe Standards ccyp.vic.gov.au/child-safe-standards in accordance with the *Child Wellbeing and Safety Act 2004* (Vic)
- if the applicant has been named in the Royal Commission into Institutional Responses to Child Sexual Abuse, or received notice that it was named in an application for redress to the National Redress Scheme for Institutional Child Sexual Abuse established under the *National Redress Scheme for Institutional Child Sexual Abuse Act 2018* (Cth) (National Redress Scheme), it must join or provide advice to the Department that it intends to join, the National Redress Scheme nationalredress.gov.au/about
- where applicable, comply with the [Victorian Anti-doping Policy 2012](https://sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping) found at sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping
- have satisfactorily met reporting requirements on any previous or existing grants received from OWSR
- have not received a grant in the 2022-2023 *Change Our Game* Community Activation Grants Program.

**CASE STUDY:
BENTLEIGH UNITED COBRAS FC**

The club ran a 'girls only' free football program focused on skills development and mini matches. A dedicated female participation representative was appointed and established a strong connection across the club to ensure visibility. Due to popularity, the program was extended and the club are currently offering free weekly coaching and mini games for girls, with the club also securing a sponsor to support reduced fees for girls 5 to 18 years.



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, or
- applicants that received a grant in the 2022-23 *Change Our Game* Community Activation Grants Program.



2.3 Stream 3 – Eligible Candidates

For **Stream 3: Community Leaders** only, an Eligible Candidate is the individual or group of individuals seeking to complete a professional development opportunity.

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

- be a woman, including those who are trans, gender diverse or sistergirl
- be aged 18 years or over
- be a Victorian resident
- be currently in an unpaid volunteer role or employed in either a full-time, part-time or casual paid role in a community sport and active recreation club, association or organisation or an Aboriginal Community Controlled Organisations (ACCOs) and incorporated Aboriginal associations.

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 organisation or a professional sporting club or league.

2.5 Targeted or under-represented groups

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 targeted or under-represented groups 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, and / or
- the LGBTIQ+ community.

2.6 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 through targeted and ongoing campaigns, highlighting the diverse range of women coaches and roles and their contributions to their clubs.


3. Streams and Funding

3.1 Stream details

Eligible applicants can only submit **one** application to **one** of the following streams.

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

STREAM 1 PARTICIPATION



Support clubs 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):

- initiatives aimed at encouraging women and girls to participate in community sport and active recreation, including initiatives that focus on encouraging participation among targeted or under-represented cohort(s), such as those living with disability, Aboriginal and / or Torres Strait Islander people, and from rural and regional communities
- multi-session programs that leads into an ongoing opportunity aimed at reducing barriers to participation for women and girls
- a *Change Our Game* women’s round for clubs, to promote participation opportunities
- a cultural event focused on inclusion and promotion of women and girls appropriate to the community
- partnership with women, parents and girls to provide culturally appropriate and / or flexible uniform options resulting in enabling participation in community sport or active recreation activity.

Activities can be open to the whole community (e.g. activities are not required to only involve women and girls) but should promote a focus on women and girls.



**CASE STUDY:
BEECHWORTH CHAIN GANG
MOUNTAIN BIKE CLUB**

The Granite Girls (GG’s) Mountain Bike Program was created to encourage women to learn mountain bike skills and improve confidence on their bikes. 100 participants received up to three professional coaching sessions and at least three opportunities to participate in social rides led by volunteer coaches. The club benefited from a surge in financial memberships and the GG’s brought increased enthusiasm and energy to club programs, events and committee meetings.

STREAM 2 CAPABILITY



Undertake learning and training opportunities to build capability and leadership in gender equality policy and practice in their sport, club or organisation.

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

Education and training: For community sport club members, players or leadership to create a welcome, safe and inclusive club environment for women and girls:

- educational and / or training sessions addressing gender equitable access and use policies and practices of facilities (in line with the Fair Access Policy), including gender equity training to support implementation of council's Fair Access Policies
- *Men As Allies* training to create a more inclusive and supportive environment
- bystander training to develop skills and confidence to intervene when witnessing inappropriate behaviour and develop strategies to promote gender equality
- education sessions to address racism and Islamophobia and promote a safe social and cultural space for Muslim girls and girls of colour
- work experience opportunities at the club for Aboriginal and / or Torres Strait Islander girls or girls from culturally and linguistically diverse (CALD) communities, to introduce them to roles other than as players and as an introduction to the sport industry.

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

- leadership summits to share and learn from champions 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 targeted or under-represented cohort(s)
- targeted networking events with a purpose to build connections and collaboration to embed change.

Participation strategy development:

to identify roles, structures and processes that underpin participation:

- develop and / or implement a club or organisation:
 - women and girls inclusion or participation strategy, to increase participation in the club (on and off the field)
 - Gender Equity Action plan for clubs, to align with their council's Fair Access Policy
- develop inclusive policies, such as wearing a hijab.

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. The Roadmap requires local government authorities to have a gender equitable access and use policy in place by 1 July 2024 to remain eligible for community sports infrastructure funding from the Victorian Government. Further information on the Fair Access Policy Roadmap can be found on the *Change Our Game* website (changeourgame.vic.gov.au/leadership-centre/fair-access), including [what the Fair Access Policy means](#) and [tangible actions for community sport and active recreation clubs](#).



STREAM 3 COMMUNITY LEADERS



Support women, or a group of women, volunteering or working within community sport and active recreation clubs or organisations to access professional development opportunities.

Applications under this stream are encouraged to focus on specialist and / or technical skill development training specific to the role of the individual/s. Individuals, or groups of individuals, must meet the requirements of an Eligible Candidate (refer [Section 2.3](#)) to receive the professional development opportunity.

Applications can only be submitted for **one** professional development opportunity, which may benefit one individual, or a group of individuals, within the club or organisation.

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

- coach, umpire and / or sports trainer training and accreditation
- mentor program to provide support in a leadership role, including as a coach, official or committee member
- coaching program to support women coaches to develop skills and progress in roles within the community club-level

- Aboriginal cultural engagement, practice and safety training
- project or event management
- media and communications training
- strategic planning and management
- financial management.

CASE STUDY: BIRCHIP NEIGHBOURHOOD HOUSE

Two staff at Birchip Neighbourhood House completed a Certificate 1 in fitness and aqua training to then facilitate Move it Morning programs provided to a diverse range of people in the community. Staff were supported in delivering the classes, to build their learning and confidence that the community would participate in their classes.

3.2 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):

- 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 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
- 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 courses that do not support specialist skill development
- for the Eligible Candidate(s) to attend multiple courses / activities
- to attend sporting events as a competitor, coach, volunteer or administrator
- 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.



CASE STUDY: BURWOOD CRICKET CLUB

In 2023, the club held a panel discussion to initiate conversation around creating sustainable change within community cricket titled “Fix the Mix – Women at the Crease”, as part of their “Education to Build Equity” program, which involved representatives from clubs within the local association. The club is also developing a strategic female plan to help ensure their female members are engaged and nurtured throughout the club, as players, coaches, scorers, committee members and leaders.

3.3 Funding levels

The Program offers two levels of funding. Eligible applicants can submit **one** application to **one** of the following funding levels:

FUNDING LEVEL 1: UP TO \$5,000

This funding level is open to applications across **all streams** (i.e. for applications to **Stream 1, 2 and 3**) 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.

FUNDING LEVEL 2: UP TO \$10,000

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

This funding level would be limited to applications that can achieve a greater impact through their initiative or activity by demonstrating either:

- **Stream 1 – Participation:** clearly engaging **significantly more** women and girls and / or across multiple clubs or organisations and / or achieving participation outcomes over a **longer duration** (>6 weeks).
- **Stream 2 – Capability:** learning and training opportunities that build capability and leadership across **multiple** clubs or organisations.

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

3.4 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.

4. Application Questions

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 or activity (for example, multi event project plan)
- detailed budget. If your proposed activity involves a financial contribution from your organisation, please acknowledge this in your answer
- If applying for professional development training under **Stream 2** and **Stream 3**:
 - outline how the proposed activity will benefit the individual / group and the applicant's organisation
 - where available, link to training company website or brochure, if applying for a grant to fund training and development.

2

Please detail how the proposed activity supports one or more of the following Program outcomes (refer [Section 1.3](#)):

- 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 club or organisation's commitment to gender equality and levelling the playing field for women and girls in sport and active recreation.

4

Please detail how the activity will benefit people from targeted or under-represented cohort(s) (as referenced in [Section 2.5](#))

5

Please detail in what way the activity will promote and elevate women and girls in community sport and active recreation (as referenced in [Section 2.6](#))

4.1 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 4.2](#).

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.

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.

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.

4.2 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 or activity (for example, multi event project plan) a detailed budget (if your proposed activity involves a financial contribution from your organisation, please acknowledge this in your answer) If applying for individual development training (under Stream 2 and 3): <ul style="list-style-type: none"> outline how the proposed activity will benefit the individual / group and applicant's organisation link to training company website or brochure, if applying for a grant to fund training and development. 	30%
<p>Alignment to one or more Program outcomes (below), as related to the stream the application is for:</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%
<p>Details how the activity will support the club or organisation's commitment to gender equality and levelling the playing field for women and girls in sport and active recreation.</p>	25%
<p>Details how the activity will benefit people from targeted or under-represented cohort(s), as referenced in Section 2.5</p>	10%
<p>Details how the activity will promote and elevate women and girls in community sport and active recreation, as referenced in Section 2.6</p>	5%

5. Child Safety Considerations

If your proposal is targeted specifically at the under 18 age group, and / or include engagement activities that are directly delivered to young people under the age of 18, adherence to the Victorian Funding Guideline for Services to Children and Child Safe Standards is mandatory.

You are required to provide evidence of the following alongside your application:

- Incorporation as a separate legal entity.
- Appropriate insurance against child abuse.
- Appropriate Working with Children Checks and any other relevant screening checks of all staff who will be delivering direct engagement activities to young people.

- Commitment to Child Safe Standards as an organisation who provides direct services to children / young people, such as any child abuse prevention policy / procedure or child safe statement / code of conduct.

Further information about services to children funding requirements can be found at www.justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new and information about Child Safe Standards can be found at ccyp.vic.gov.au/child-safe-standards/the-11-child-safe-standards/



6. 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](#).

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.

It is recommended that any application is saved regularly, to avoid content being lost during the application process.

For proposals that target specifically at the under 18 age group, and / or include engagement activities that are directly delivered to young people under the age of 18, please include evidence of (refer [Section 5](#) for more details):

- Applicant incorporation as a separate legal entity.
- Appropriate insurance against child abuse.
- Appropriate Working with Children checks and / or screening checks for direct delivery staff.
- Applicant organisation's child abuse prevention policy / procedure or child safe statement / code of conduct.

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.



7. Timelines

MILESTONE	DATE
Applications open	Monday 5 February 2024
Applications close	5pm AEDT, Monday 4 March 2024
Announcement of successful applicants	May 2024



8. Conditions that apply to applications and funding

8.1 Funding Agreements

The Applicant will enter into a funding agreement with DJSIR as part of the application process where the Applicant 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 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 is successful, OWSR will notify the Applicant via an Email of Acceptance. This will form an agreement between the Applicant and DJSIR on the terms contained in the Applicant's application, the Email of Acceptance, the guidelines, and the terms and conditions of the grant in the application 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](#) sport.vic.gov.au/publications-and-resources/integrity-sport/anti-doping
- 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 acknowledging the Email of Acceptance
- milestones (if any) having been achieved to DJSIR'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.

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

Successful applicants 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 in its annual report.

8.3 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.

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



8.4 Probity

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 recommending for approval 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.



8.5 Conflict of Interest

A conflict of interest is a situation in which someone has competing professional or personal interests or duties.

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

8.6 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, 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.

9. Resources and additional information

For information on this program, please 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

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