

CHANGE OUR GAME PROFESSIONAL DEVELOPMENT SCHOLARSHIPS PROGRAM

2022–23 APPLICATION GUIDELINES

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MESSAGE FROM THE MINISTER



Sport plays a unique and critical role in bringing communities together, enhancing social cohesion and driving positive social change.

While we are working to create opportunities for all Victorians to achieve their full potential both on and off the sporting arena, there are still barriers that impact us from achieving a level playing field for all.

The Victorian Government's *Change Our Game Professional Development Scholarships Program*, through the Office for Women in Sport and Recreation, will assist women working in sport and active recreation to access professional development opportunities, placing them in the best position to obtain and thrive in leadership roles.

The Program is an evolution of the previously offered *Change Our Game Women in Governance* and *Change Our Game Scholarship Grants programs*. The combining of these programs has refined the offering to better cater for each key career stage, allowing women to determine the appropriate Program stream for their individual professional development needs.

The Program is tailored to ensure relevant opportunities are extended across all levels of the career life cycle, from individuals new to the workforce, to those returning from a career break, through to CEOs and new and aspiring directors. This means women returning from parental leave are being specifically recognised for the first time in a *Change Our Game* program, with grants of up to \$5,000 for specialist skill development available as they return to the workforce.

The Program will support women across the state develop specialist skills necessary to their roles in the sector, ensuring they can progress to the next stage of their career. Like Gen Dorhmann, a former scholarship recipient and a participant in the *Change Our Game Women in Governance Program*, which contributed to Gen's first CEO role at Table Tennis Victoria earlier this year.

I am pleased to invite applications for the Program, and I encourage eligible organisations across the state to nominate women from within their organisations and broader networks.

THE HON ROS SPENCE MP
Minister for Community Sport

MESSAGE FROM THE OFFICE FOR WOMEN IN SPORT AND RECREATION



Learning really is one of the great joys in life, and at the Office for Women in Sport and Recreation, we encourage you to approach personal and professional development as a lifelong process.

It is why we are excited to present our new, evolved *Change Our Game Professional Development Scholarships Program*, with clear offerings for every stage of the career cycle that OWSR will offer annually, timed just as many organisations are undertaking goal and development planning for the new financial year.

This is a program catering to all women who work in sport.

Senior executives can apply with confidence, knowing you can access tailored programs and direct your own learning based on your individual needs. The career coaching is a new and really exciting opportunity for the next generation of leaders - those aspiring to senior executive roles - and will help you to chart your own unique path to reaching your goals.

Critically, these components support OWSR's dedication to ensuring more women continue to lead in the sector and become CEOs. With OWSR's own research identifying some women are shying away from applying for professional development support because they fear taking opportunities from others, hear this: We want to hear from you. We want to receive your application. We want to support you.

For women earlier in their careers, as well as women returning from career breaks such as parental leave, the Learning stream of the Program is designed to support your ambition and aspiration with skill development specific to your role to support you on your journey.

Finally, the opportunity to travel to an international conference is being offered for the first time. A seat at the centre of the global conversation of gender equality in sport as part of a *Change Our Game* delegation is there for the taking. This is special recognition for the people working each and every day to drive women's sport and inclusion in sport forward. Block out those dates in your diary, get that passport application in now and get to work on your application if that means you!

We strongly encourage you to both actively promote these scholarships throughout your networks and, if eligible, look to apply yourself as well.

Because prioritising yourself and your learning, in a tailored manner that addresses the areas you want to develop the most, is crucial to your continual career development. This Program allows exactly that. It puts you in the driver's seat to direct your learning.

We can't wait to see the *Change Our Game Professional Development Scholarships Program* and the opportunities on offer be embraced - now a feature of the annual calendar as the new financial year for many organisations kicks in. Make sure to make the most of it!

MS SARAH STYLES
Director, Office for Women in Sport and Recreation

CHANGE OUR GAME

Professional Development Scholarships Program

Champions



>5 years' paid experience, with your current role specifically relating to women's sport and/or inclusion in sport and active recreation

Grants of up to \$3,000 to attend the IWG Women and Sport World Conference in New Zealand in November 2022, including airfares and accommodation

Governance



New or aspiring directors in the sport and active recreation sector

AICD Foundations of Directorship Course

Executive



>10 years' paid experience, who hold a CEO position or currently report to a CEO

Grants of up to \$10,000

Next Generation Leaders



>5 years' paid experience and with aspirations to be a to be a senior executive leader in the sport and active recreation sector, such as a CEO

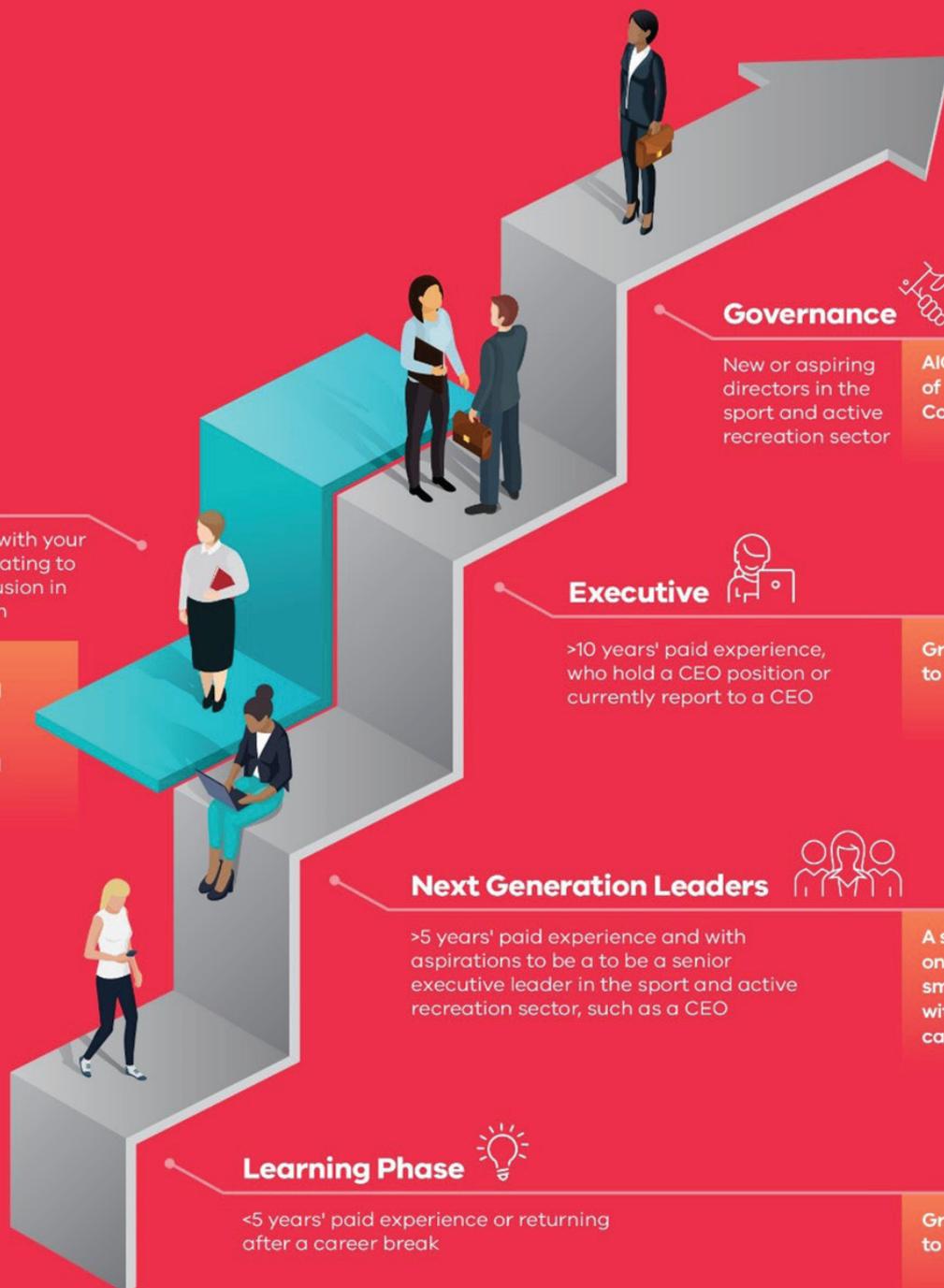
A series of one-on-one and small group session with a leading career coach

Learning Phase



<5 years' paid experience or returning after a career break

Grants of up to \$5,000





PROGRAM DESCRIPTION AND OBJECTIVES

1.1 About the program

The *Change Our Game Professional Development Scholarships Program* (the Program) supports women to access professional development opportunities to develop and strengthen specialist skills necessary to their roles in the sport and active recreation sector, placing them in the best position to obtain and thrive in leadership roles.

Offered through the Victorian Government's Office for Women in Sport and Recreation (OWSR), the Program is available to women working in the sport and active recreation sector, or women who have recently joined, or aspire to join, a board in the sector (see **Section 2 – Eligibility**).

Candidates for the Program are nominated by Eligible Organisations (see **Section 2 – Eligibility**).

An evolution of the previously offered *Change Our Game Women in Governance* and *Change Our Game Scholarship Grants Programs*, the Program offers several opportunities to women, adapted to different career stages, including:

- grant opportunities of up to \$5,000 and \$10,000 for Eligible Candidates to seek out their own learning course,
- guided learning opportunities around career development and governance, and
- opportunities to attend the 8th IWG World Conference on Women and Sport in New Zealand in November 2022 as part of a Change Our Game delegation.

1.2 Objectives of the program

The Program aims to:

- support women to access professional development opportunities, develop specialist skills and enhance existing skills, in areas specific to their stage in the career life cycle
- provide clarity on career paths for emerging women leaders through bespoke career coaching
- increase the confidence and capability of women to take on leadership roles in sport and active recreation.

2.

ELIGIBILITY

2.1 Eligible Applicants

Eligible Applicants submit an application on behalf of Eligible Candidates (See **Section 2.2**). An Eligible Applicant must be a:

- state sporting association, state sporting organisation or other peak body recognised by Sport and Recreation Victoria: <https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations>
- national sporting organisation recognised by Sport Australia,
- local government authority
- regional sports assembly, or
- professional sporting club or league, if not otherwise captured in the above. For the purpose of this definition, a professional sporting club or league is defined as competing in the highest women's and/or men's domestic level competition for that sport in Australia.

Eligible Applicants must have:

- joined or intend to join the National Redress Scheme (the Scheme) if they have been named in an application or receive a Notice of Redress Liability. For more information on the Scheme please visit the NRS website: <https://www.nationalredress.gov.au/about>.
- satisfactorily met reporting requirements on any previous or existing grants received from OWSR and Sport and Recreation Victoria (SRV).

2.2 Eligible Candidates

Eligible Candidates must be nominated by an Eligible Applicant (see **Section 2.1**).

To be eligible for the Program, Candidates must

- identify as a woman or have been assigned female at birth;
- be aged 18 years or over;
- be a Victorian resident; and
- have their application submitted by a senior representative/manager of an Eligible Applicant (see **Section 2.1**). The senior representative/manager must endorse the application and be prepared to confirm their knowledge of the Candidate's role in the sport and active recreation sector.

To be eligible for the **Learning, Next Generation, and Executive Streams**, Candidates must:

- be currently employed in a full- or part-time paid role with an Eligible Applicant (see **Section 2.1 – Eligible Applicants**) on either a permanent or fixed term basis.

To be eligible for the **Champions Stream**, Candidates must:

- be currently employed in a full- or part-time paid role that specifically relates to women's sport and/or inclusion in sport with an Eligible Applicant (see **Section 2.1 – Eligible Applicants**) on either a permanent or fixed term basis.

To be eligible for the **Governance Stream**, Candidates must:

- have recently joined a board, or are looking to take on a board position, in the sport and active recreation sector at a regional, state or national level. These positions do not have to be paid roles.

2.

ELIGIBILITY

2.3 Ineligible Applicants and Candidates

Ineligible Applicants are all entities and organisations except those listed in **Section 2.1 – Eligible Applicants**.

Ineligible Candidates all individuals except those listed in **Section 2.2 – Eligible Candidates**. This includes:

- Candidates involved in the sport and active recreation sector in a volunteer capacity only unless applying for the Governance Stream of the Program. Volunteers interested in other development options can access learning support through the *Change Our Game Community Activations Grants Program*.
- Candidates who received a *Change Our Game Scholarship Grant* in 2021-22 are ineligible to be nominated to the Learning and Executive Streams of the Program, but ARE eligible for the other three Streams. Candidates who received a *Change Our Game Scholarship Grant* prior to 2021-22 are eligible to be nominated to all streams.
- Candidates who have previously participated in the *Change Our Game Women in Governance Program* are ineligible to be nominated to the Governance Stream of the Program.

3.

FUNDING

3.1 Funding Streams

The Program has five streams and corresponding eligibility. For full eligibility criteria, please see **Section 2 - Eligibility of these guidelines.**

Please pay close attention to the eligibility criteria. Eligible Applicants may submit more than one application but must not nominate the same Candidate for more than one stream, unless the second stream nominated is the Champions Stream.

Stream	Eligibility	Program Offering
Learning	Women with less than 5 years' paid experience in the workforce. OR Women who are returning or have recently returned to work* following a career break (e.g. parental leave).	Grants of up to \$5,000 for specialist skill development, specific to the Candidate's paid role in the sector.
Next Generation Leaders	Women with more than 5 years' paid experience in the workforce with aspirations to be a senior executive leader in the sport and active recreation sector, such as a CEO.	Access to a series of one-on-one and small group sessions with a leading career coach to identify and hone the pathway, skills and techniques required to achieve your aspiration to be a CEO or senior executive leader.
Executive	Women with more than 10 years' paid experience in the workforce, who hold a CEO position or currently report to a CEO.	Grants of up to \$10,000 for development in technical skill areas such as strategy, negotiation, change management, accounting and finance.
Governance	New or aspiring women directors in sport and active recreation seeking to strengthen their understanding of governance processes.	Foundations of Directorship Course delivered by the Australian Institute of Company Directors.

3.

FUNDING

Stream	Eligibility	Program Offering
Champions	<p>Women with more than 5 years' paid experience who hold a role specifically relating to women's sport and/or inclusion in sport and active recreation.</p> <p>Candidates can be nominated for the Champions stream in addition to other streams for which they are eligible. Candidates can be successful in the Champions stream as well as another stream of the Program.</p>	<p>Grants of up to \$3,000 to subsidise costs associated with attending the 8th International Working Group (IWG) World Conference on Women and Sport in New Zealand from 14-17 November 2022, including:</p> <ul style="list-style-type: none">• InspirePLUS pass• five nights' accommodation in Auckland• return economy flights from Melbourne

*The Candidate must have returned to the workforce no more than 12 months prior to the time of application

3.2 Types of activities that will be funded

The Program will provide access to professional development courses and activities outlined in **Section 3.1 – Funding Streams**. Applications to the Learning Stream and Executive Stream are encouraged to focus on specialist and/or technical skill development training. This includes:

- activities that support specialist skill development that are specific to the role of the Candidate, that are practical and designed to improve skills and qualifications
- governance training
- project or event management
- media and communications training
- sports administration training
- strategic planning and management
- change management
- negotiation
- financial management.

3.3 Types of activities that will not be funded

Funding is not available:

- for general leadership courses that do not support specialist skill development
- for the Candidate to attend multiple courses/activities
- to attend conference-style events and/or symposiums that do not support specialist skill development
- to attend events as a competitor
- for professional development of staff that an organisation should reasonably fund as part of business as usual
- to supplement the recurrent or ongoing costs of an organisation
- to purchase equipment, including computer software.

3.

FUNDING

3.4 Champions Stream

The International Working Group (IWG) on Women and Sport is the world's largest network dedicated to advancing gender equity and equality in sport, physical education and physical activity. Every four years, it stages the IWG World Conference on Women & Sport (IWG World Conference). The 8th IWG World Conference on Women & Sport will take place in Tāmaki Makaurau Auckland, Aotearoa New Zealand between 14-17 November 2022.

At the time of application, the Eligible Candidate will need to confirm that they have:

- a valid passport or have fully lodged an application for a valid passport;
- are eligible to have an International COVID-19 Vaccination Certificate; and
- if successful, will purchase and provide evidence of travel insurance to OWSR prior to 10 November 2022.

The Program will not fund the following in relation to the Champions Stream:

- costs other than travel and accommodation as listed in **Section 3.1 – Funding Streams** (e.g. transfers to and from the airport, accommodation that is greater than five nights)
- travel costs for people accompanying the successful Candidate (e.g. a friend or spouse)
- flights other than direct economy flights between Melbourne and Auckland, unless otherwise approved in writing by OWSR prior to reservations being made.

4.

PROCESS FOR APPLICANTS

Step 1: Check your eligibility

Check the detailed information contained in these guidelines to see if you are eligible.

Step 2: Apply 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 to submit your application, including answers to the application questions and any supporting documents you wish to attach. Applicants are encouraged to work closely with Candidates and allow sufficient time when applying online as the system will not allow you to progress once applications close.

Applicants are strongly encouraged to prepare responses to the application questions in a separate document to avoid loss of content in the event of technical issues.

You will receive confirmation of your application number when you apply online. Please quote your application number in all correspondence relating to your application.

If you need assistance with applying online, please call the Grants Information Line on 1800 325 206 or email OWSR at changeourgame@sport.vic.gov.au on any weekday between 9am and 5pm AEST (except for public holidays).

Attaching required information

You can attach documents to your online application if they are in an acceptable file type (e.g. Word, Excel, PDF, or JPEG) and don't exceed the maximum file size. Remember these tips:

- attached files must not be larger than 5MB in size
- when you submit your application online check carefully to ensure all your attachments have been uploaded.

Applications must be submitted by **5pm AEST Monday 22 August 2022**.

5.

APPLICATION QUESTIONS

Stream	Question
Learning Next Generation Executive Governance	<ol style="list-style-type: none">1. Describe the Candidate's current position in the sport and active recreation sector and any previous relevant work experience. If applying to the Governance Stream, please describe the Candidate's prior experience as a senior manager, executive or any other leadership role, and include any board experience to date.2. How will this professional development opportunity contribute to the Candidate's professional development and career aspirations in the sport and active recreation sector?3. Please outline how the Candidate's participation in the development activity would benefit their organisation and the broader sport and active recreation sector.
Champions	<ol style="list-style-type: none">1. Please outline how the Candidate's current position directly relates to women's sport and/or inclusion in sport and active recreation.2. Detail why the Candidate should attend the IWG Women and Sport World Conference in New Zealand in November 2022?

6.

ASSESSMENT

6.1 Assessment process

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

Eligibility does not guarantee success. It is expected that more applications will be received than can be fulfilled.

An assessment panel will be convened by OWSR to assess the applications.

All decisions about funding are at the sole and absolute discretion of OWSR. OWSR reserves the right to amend these Guidelines at any time.

6.2 Assessment Criteria

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

Criteria	Weighting
Relevance of the proposed activity to the Candidate's current role in sport and active recreation. OR Relevance of the proposed activity to the Candidate's executive and/or board experience (Governance Stream only).	25%
Alignment and ability for the proposed activity to support the Candidate's professional development and career aspirations.	50%
The benefit the proposed activity would bring to the Candidate's organisation and/or the broader sport and recreation sector.	25%
Champion Stream only	
Relevance of the Candidate's current role in sport and active recreation to the 8th IWG Women and Sport Conference.	30%
How attending the 8th IWG Women and Sport Conference will enable the Candidate to inspire, influence and enact change for women and girls in the sport and active recreation sector.	70%



TIMELINES

Milestone	Date
Applications open	Monday 25 July 2022
Applications close	5pm AEST, Monday 22 August 2022
Announcement of successful Applicants and Candidates	October 2022

8.

CONDITIONS THAT APPLY TO APPLICATIONS

8.1 Funding agreements

The Applicant will enter into a funding agreement with OWSR 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 DJPR and will be bound by the terms of the offer if accepted by DJPR. 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 OWSR 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. An authorised representative of the Applicant will need to acknowledge the Email of Acceptance.

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).
- Grant recipients must comply with the expectations of the **Victorian Anti-doping Policy 2012**.
- 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**.
- The activity must be completed within 18 months of receiving the grant. Any unspent funds must be returned to DJPR.
- Funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to DJPR for approval prior to implementation.
- Grants to organisations not registered for GST will be made exclusive of GST.
- Grant recipients must ensure that successful applicants to the Program will provide a case study of career development if requested.
- Grant recipients agree to partake in a survey as requested by OWSR.
- Grant recipients must have satisfactorily met reporting requirements on any grants received from Sport and Recreation Victoria and OWSR.

Payments will be made conditional upon:

- the Applicant acknowledging the Email of Acceptance
- milestones (if any) having been achieved to DJPR's satisfaction including provision of required/ requested information and reports to the satisfaction of the department; and
- other terms and conditions of funding continue to be met.

8.

CONDITIONS THAT APPLY TO APPLICATIONS

8.2 Conditions that apply to the Champions Stream

It is the obligation of the Applicant to ensure that any and all requirements for travel to New Zealand, including the candidate being in possession of a current passport and any entry requirements as it may apply to health and vaccinations, are met.

8.3 Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the 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 applicants may be required to contribute information on activity outcomes for use in the department's marketing materials.

8.4 Privacy

DJPR is committed to protecting your personal information in accordance with the principles of Privacy and Data Protection Act 2014 (Vic). 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 DJPR. Your personal information will be shared by DJPR with a third-party provider to enable them to contact you to participate in the evaluation of this program.

As part of our administration, DJPR 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.

If you include or intend to include personal information about third parties in your application, please ensure that they are aware 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.

A copy of our privacy statement is located at www.changeourgame.vic.gov.au. You may contact us to request access to your personal information, or for other concerns regarding the privacy of your personal information, by emailing the DJPR's Privacy Unit at privacy@ecodev.vic.gov.au.

9.

TERMS OF APPLYING

Absolute Discretion

OWSR's, DJPR's and Minister's decisions on all matters in recommending and awarding grant funding under this Program is at DJPR's absolute discretion. This includes for recommending for approval a lesser amount than that applied for and amending funding conditions without notice.

DJPR reserves the right to request the applicant provide further information should it be deemed necessary.

DJPR reserves the right to amend these guidelines and the application terms at any time as it deems appropriate.

Disrepute

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

Conflict of Interest

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

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

Conflicts of interest for Victorian Government staff will be handled as set out in the Code of Conduct for Victorian Public Service Employees (Section 61) of the Public Administration Act 2004 (Vic).

10.

RESOURCES AND ADDITIONAL INFORMATION

For preliminary information on this or any other grant program please 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 AEST (except for public holidays).

DISCLAIMER

Authorised by the Office for Women in Sport and Recreation
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