

# CHANGE OUR GAME PROFESSIONAL DEVELOPMENT SCHOLARSHIPS PROGRAM

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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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# CONTENTS

MESSAGE FROM THE MINISTER FOR COMMUNITY SPORT . . . . .	4
MESSAGE FROM THE OFFICE FOR WOMEN IN SPORT AND RECREATION . . . . .	5
<b>1. PROGRAM OVERVIEW . . . . .</b>	<b>7</b>
1.1 About the program . . . . .	7
1.2 Objectives of the Program . . . . .	7
<b>2. ELIGIBILITY . . . . .</b>	<b>8</b>
2.1 Eligible Applicants . . . . .	8
2.1.1 Learning and Executive Streams . . . . .	8
2.1.2 Next Generation Leaders and Governance Streams . . . . .	9
2.2 Eligible Candidates. . . . .	9
2.3 Ineligible Applicants and Candidates. . . . .	10
<b>3. PROGRAM STREAMS. . . . .</b>	<b>11</b>
3.1 Program Streams . . . . .	11
3.2 Types of activities that will be funded . . . . .	12
3.3 Types of activities that will <b>not</b> be funded. . . . .	12
<b>4. PROCESS FOR APPLICANTS . . . . .</b>	<b>13</b>
4.1 To Apply . . . . .	13
Step 1: Check your eligibility . . . . .	13
Step 2: Gather information . . . . .	13
Step 3: Apply online . . . . .	13
Need assistance? . . . . .	13
Attaching required information . . . . .	13
4.2 Application Questions . . . . .	14
<b>5. ASSESSMENT . . . . .</b>	<b>15</b>
5.1 Assessment process . . . . .	15
5.2 Assessment Criteria . . . . .	15
<b>6. DUE DILIGENCE . . . . .</b>	<b>16</b>
6.1 Applicant checks . . . . .	16
<b>7. TIMELINES . . . . .</b>	<b>17</b>
<b>8. FUNDING CONDITIONS . . . . .</b>	<b>18</b>
8.1 Conditions that apply to the Learning and Executive Streams . . . . .	18
8.2 Acknowledging the Victorian Government's support and promoting success	19
8.3 Post Program Evaluation . . . . .	19
8.4 Privacy . . . . .	19
<b>9. TERMS OF APPLYING . . . . .</b>	<b>20</b>
Absolute Discretion . . . . .	20
Disrepute. . . . .	20
Conflict of Interest. . . . .	20
<b>10. RESOURCES AND ADDITIONAL INFORMATION. . . . .</b>	<b>21</b>

## MESSAGE FROM THE MINISTER FOR COMMUNITY SPORT



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

We are working to achieve a level playing field for women and girls in sport and active recreation, and this includes more opportunity and better representation in key leadership and decision-making roles.

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

This round of the Program offers four streams of professional development opportunities to cater for women at different career stages: individuals new to the workforce, those returning from a career break, those aspiring to become a CEO or senior executive, current senior executives, and new and aspiring board directors.

The Program is now in its second year and has already enabled women to participate in range of professional learning and development opportunities. With recipients representing more than 90 individual sports and councils from across the state, the Program allows women to determine the appropriate stream for their individual professional development needs.

I welcome applications for this Program and look forward to seeing the leadership journey of this year's successful applicants, and other women leaders in the sport and active recreation industry.

**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 (OWSR), we see personal and professional development as a lifelong process, and one that should be supported at every career stage.

It's why we're excited to present the 2023-24 *Change Our Game* Professional Development Scholarships Program, providing professional development opportunities through four streams to all women at different stages of their career pathway.

OWSR has a clear focus on ensuring equitable representation on Boards, including supporting sporting organisations meet the requirement to have a minimum 40% women directors. The Program's Governance Stream supports this initiative, supporting women who are new or aspiring board directors to access governance training to build a strong understanding of, and confidence in, governance processes.

Having more women in senior executive roles, including as CEOs, is another key focus of OWSR's. The Executive Stream supports those who are current senior executives to advance key technical skills, alongside the Next Generation Leaders Stream to support emerging leaders chart their path to their career goals through access to a leading career coach.

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, for women volunteering in leadership roles in community sporting clubs, we're also pleased to confirm that a Local Leaders Stream will be included the 2023-24 *Change Our Game* Community Activation Grants Program to support your development. Stay tuned for that one.

If you are eligible for this year's Program, we strongly encourage you to invest in your development and apply. We also ask you to actively promote these opportunities throughout your networks, and be that extra encouragement some women need to prioritise themselves.

For eligible sporting organisations, we encourage you to nominate women from within your organisation and broader networks, to seek out these opportunities to support them on their career journey and build their capabilities in areas where they seek development.

We look forward to seeing how the opportunities through the *Change Our Game* Professional Development Scholarships Program support more women into leadership roles across the sector.

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

# CHANGE OUR GAME

## Professional Development Scholarships Program

The *Change Our Game* Professional Development Scholarships 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.



# 1.

## PROGRAM OVERVIEW

### 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 paid roles 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**).

Eligible Candidates for the Program are either nominated, or able to be supported, by Eligible Organisations (see **Section 2 – Eligibility**).

This year's Program offers professional development opportunities to women at various stages of their career through four streams:

- **Learning Stream:** grants of up to \$5,000 to access specialist skill development, for those in the early years of their paid employment or returning after a career break.
- **Next Generation Leaders Stream:** access to a leading career coach, to develop the pathway, skills and techniques to become a CEO or senior executive leader.
- **Executive Stream:** grants of up to \$10,000 to access development in technical skill areas for those with more than 10 years' paid employment, who hold a CEO position or currently report to a CEO.
- **Governance Stream:** access to high quality governance training relevant to sporting boards, for new or aspiring board directors in the sport and active recreation sector.

Applications from women from targeted or under-represented groups are strongly encouraged.

### 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 aligned to their stage of career;
- support the development of career paths for emerging women leaders; and
- increase the capability and confidence of women to take on and remain in leadership roles in sport and active recreation.

# 2.

## ELIGIBILITY

### 2.1 Eligible Applicants

In 2023-24, the application process will depend on the stream being applied for. Some streams require applications to be submitted by an organisation, whereas other streams can be submitted by an individual. Please read these Guidelines carefully.

**Eligible Applicants** may submit more than one application but must not nominate the same Candidate for more than one Stream.

#### 2.1.1 Learning and Executive Streams

For the Learning and Executive streams, **Eligible Applicants**, also known as Eligible Organisations, must submit an application on behalf of Eligible Candidates (See **Section 2.2**). Applications must be submitted by a senior representative/manager employed by an **Eligible Applicant**.

An **Eligible Applicant** for these Streams must be a:

- state sporting association, state sporting organisation or other peak body recognised by Sport and Recreation Victoria: [sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations](https://sport.vic.gov.au/our-work/industry-development/find-sport-and-recreation-organisations)
- national sporting organisation recognised by the Australian Sports Commission
- local government authority
- regional sports assembly
- 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, or

- Aboriginal Community Controlled Organisations (ACCOs) and incorporated Aboriginal associations involved in sport and active recreation activities operating in Victoria.

An **Eligible Applicant** for these Streams must also:

- be a non-state government organisation and be registered as an incorporated body at the time of application and for the duration of the proposed activity. If an applicant organisation is not registered as an incorporated body, it must arrange for an incorporated organisation to auspice the application
- hold an active Australian Business Number (ABN) at the time of application
- 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)
- 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 [justice.vic.gov.au/safer-communities/protecting-children-and-families/organisations-providing-services-to-children-new](https://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

# 2.

## ELIGIBILITY

- implement and maintain policies relating to the Child Safe Standards <https://ccyp.vic.gov.au/child-safe-standards/the-11-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 of Jobs, Skills, Industry and Regions (DJSIR) that it intends to join, the National Redress Scheme [nationalredress.gov.au/about](https://nationalredress.gov.au/about)
- where applicable, comply with the [Victorian Anti-doping Policy 2012](#); and
- have satisfactorily met reporting requirements on any previous or existing grants received from OWSR.

### 2.1.2 Next Generation Leaders and Governance Streams

For the Next Generation Leaders and Governance streams, the **Eligible Applicant** who submits the application is the individual seeking to complete the professional development opportunity (See **Section 2.2 – Eligible Candidate**).

Applications are strongly encouraged to include a Letter of Support from a senior representative/manager of a relevant Eligible Organisation (see **Section 2.1.1**), such as:

- for the Next Generation Leaders Stream, the individual's employer
- for the Governance Stream, a representative of the board that the individual may have joined.

## 2.2 Eligible Candidates

An Eligible Candidate is the individual seeking to complete the professional development opportunity through the Program.

To be eligible for the Program, Eligible Candidates 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 employed in either a full- or part-time paid role with an Eligible Organisation (see **Section 2.1.1**) (Learning, Next Generation Leaders and Executive streams), or have recently joined or are looking to join a board in the sport and active recreation sector (Governance Stream).

Applications from Eligible Candidates who are also from targeted or under-represented cohort(s) are strongly encouraged. These cohorts include:

- Aboriginal and Torres Strait Islander women
- women from culturally and linguistically diverse (CALD) communities
- women with a disability
- women from regional and rural communities; and/or
- the LGBTIQ+ community.

# 2.

## ELIGIBILITY

### 2.3 Ineligible Applicants and Candidates

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

Ineligible Candidates are 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, unless applying for the Governance Stream of the Program.
  - Volunteers interested in other professional development options will be able to access professional development support through a Local Leaders Stream within the 2023-24 *Change Our Game* Community Activation Grants Program. For further details, please email [changeourgame@sport.vic.gov.au](mailto:changeourgame@sport.vic.gov.au)
- Candidates who have previously participated in the *Change Our Game* Women in Governance Program or *Change Our Game* Professional Development Scholarships Program (Governance Stream) are ineligible to be nominated to the **Governance Stream** of the Program.
- Candidates who were participants in the 2022-23 *Change Our Game* Professional Development Scholarships Program are ineligible to be nominated to the same Stream for which they were successful, but are eligible to be nominated for a different Stream of the 2023-24 Program as long as the eligibility criteria for that stream are met.

Candidates who received a *Change Our Game* Scholarship Grant in 2021-22 or prior **are** eligible to be nominated.

# 3.

## PROGRAM STREAMS

### 3.1 Program Streams

The Program has four Streams and corresponding eligibility and application requirements.

For full eligibility criteria, please see **Section 2 – Eligibility** of these guidelines.

Stream	Candidate Eligibility	Program Offering	Application submitted by
<b>Learning</b>	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 their paid role in the sector.	Eligible applicant (organisation)
<b>Next Generation Leaders</b>	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 become a CEO or senior executive leader.	Eligible applicant (individual Candidate)
<b>Executive</b>	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.	Eligible applicant (organisation)
<b>Governance</b>	New or aspiring women directors in sport and active recreation seeking to strengthen their understanding of governance processes.	Board Governance Course	Eligible applicant (individual Candidate)

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

# 3.

## PROGRAM STREAMS

### 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 – Program 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 sporting events as a competitor, coach, volunteer or administrator
- 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.

# 4.

## PROCESS FOR APPLICANTS

### 4.1 To Apply

Eligible Applicants may submit more than one application but must not nominate the same Candidate for more than one Stream (Section 2.1. – Eligible Applicants).

#### Step 1: Check your eligibility

Check the detailed information contained in these guidelines to see if you are eligible (Section 2 – Eligibility).

#### Step 2: Gather information

Ensure you have the information you need on hand to submit your application, including answers to the application questions (Section 4.2) and any supporting documents you wish to attach.

#### Step 3: Apply online

The link to apply online can be found on the *Change Our Game* website at [Change Our Game | Grant Information](#). Once there, Click 'start new application' button.

Ensure you select the correct Program Stream:

- Learning Stream
- Next Generation Leaders Stream
- Executive Stream
- Governance Stream

Applications must be submitted prior to the closing date and time (see Section 6).

You will receive confirmation of your 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.**

Applicants are encouraged to work closely with Candidates and allow sufficient time when preparing an application.

#### Need assistance?

Submitting your application through Grants Online ensures it is received by the Office for Women in Sport and Recreation (OWSR) and the Department of Jobs, Skills, Industry and Regions (DJSIR) immediately and can be processed in the most efficient way. If you need assistance with applying online please contact OWSR at [changeourgame@sport.vic.gov.au](mailto:changeourgame@sport.vic.gov.au)

#### 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.

# 4.

## PROCESS FOR APPLICANTS

### 4.2 Application Questions

The application will ask for responses to the following Application Questions.

#### Question

1. If applying to the:
  - **Learning, Next Generation Leaders or Executive Streams**, please describe the Candidate's current position in the sport and active recreation sector, and any previous relevant work experience.
  - **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. Please outline how this professional development opportunity will 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.

# 5.

## ASSESSMENT

### 5.1 Assessment process

Eligible applications will be assessed and scored on how well they meet the assessment criteria as outlined (**Section 5.2**) All responses provided in the application form and supplementary attachments provided as part of the application will be taken into consideration during the assessment process.

It is expected that more applications will be received than can be funded. Eligibility does not guarantee success in the Program.

An assessment panel will be convened by OWSR to assess the applications and make recommendations for approval.

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

In the event an application was unsuccessful in securing a place in the Program, feedback will be available from OWSR on request.

### 5.2 Assessment Criteria

Applications 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 ( <b>Learning, Next Generation Leaders or Executive Streams</b> ) OR Relevance of the proposed activity to the Candidate's executive and/or board experience ( <b>Governance Stream only</b> ).	20%
Alignment and ability for the proposed activity to support the Candidate's professional development and career aspirations. Letter(s) of Support will be viewed favourably.	50%
The benefit the proposed activity would bring to the Candidate's organisation and/or the broader sport and recreation sector.	20%
Candidate has identified as someone from a targeted or under-represented cohort, as referenced in <b>Section 2.2 – Eligible Candidates</b> .	10%

# 6.

## DUE DILIGENCE

### 6.1 Applicant checks

Applicants may be subject to due diligence assessments to enable the Department of Jobs, Skills, Industry and Regions (DJSIR) 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.

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

# 7.

## TIMELINES

Milestone	Date
Applications open	Saturday 29 July 2023
Applications close	5pm AEST, Monday 28 August 2023
Announcement of successful Applicants and Candidates	October 2023

# 8.

## FUNDING CONDITIONS

### 8.1 Conditions that apply to the Learning and Executive Streams

The Applicant will enter into a funding agreement with the Department of Jobs, Skills, Industry and Regions (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 including 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. 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 [www.nationalredress.gov.au/about](http://www.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 OWSR 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; and
- grant recipients agree to partake in an evaluation 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; and
- other terms and conditions of funding continue to be met.

# 8.

## FUNDING CONDITIONS

### 8.2 Acknowledging the Victorian Government's support and promoting success

Successful applicants and candidates will be required to acknowledge the support of the Office for Women in Sport and Recreation, as part of the Victorian Government, for the *Change Our Game* Professional Development Scholarships Program.

The conditions of this Program require that all activities acknowledge support through *Change Our Game* 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.

### 8.3 Post Program Evaluation

By submitting an application, all applicants and candidates agree to comply with DJSIR's performance monitoring and evaluation procedures.

The successful candidates will receive an evaluation form within 18-months following the Program completion. Program evaluation activities are non-negotiable for all successful candidates in the *Change Our Game* Professional Development Scholarships Program. Non-compliance could impact future applications to the DJSIR's programs.

Successful applicants and candidates may also be required to contribute information on Program outcomes for use in Program evaluation reviews and OWSR's marketing and promotional materials.

### 8.4 Privacy

DJSIR 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 DJSIR. Your personal information will be shared by DJSIR with a third-party provider to enable them to contact you to participate in the evaluation of this program.

As part of our administration, DJSIR 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 [changeourgame.vic.gov.au](http://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 Department's Privacy Unit at [privacy@ecodev.vic.gov.au](mailto:privacy@ecodev.vic.gov.au)

# 9.

## TERMS OF APPLYING

### **Absolute Discretion**

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

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

DJSIR and OWSR reserve the right to amend these guidelines and the application terms at any time as it deems appropriate.

### **Disrepute**

DJSIR, through OWSR may at any time, remove an applicant from the application and assessment process, if in DJSIR's opinion association with the applicant may bring the DJSIR, a Minister or the State of Victoria into 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 DJSIR, through OWSR, 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 program please contact the Office for Women in Sport and Recreation at [changeourgame@sport.vic.gov.au](mailto:changeourgame@sport.vic.gov.au).

## 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  
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