



2024-25 Change Our Game Professional Development Scholarships Program

CANDIDATE GUIDANCE DOCUMENT

This document is not the application form. This document is intended to support applications to the 2024-25 *Change Our Game* Professional Development Scholarships Program (the Program).

This document is intended to support conversations between Eligible Candidates (individual) and Eligible Organisations for the Learning, Women with a Disability, Executive and Community Leaders streams. This document may also assist Eligible Candidates with their applications to the Next Generation Leaders and Governance streams.

Individuals completing this document are encouraged to first read the **Program Guidelines**.

Applications for **all streams** can be submitted by an Eligible Candidate (refer to **Section 2.1** in the Program Guidelines). This is a new option in 2024-25, designed to make applying for the Program easier for individuals eligible to apply.

Applications to the Learning, Women with a Disability, Executive and Community Leaders streams, which involve a grant, will require applications to be authorised to an Eligible Organisation. This is because, in the event an application is successful, Eligible Organisations are responsible for the administration of the grant, including receiving the grant funds, and corresponding with the Office for Women in Sport and Recreation regarding the grant agreement and the acquittal of any grant.

As an individual, you might use this document to:

If applying to the Learning, Women with a Disability, Executive or Community Leaders streams:

- Approach your Manager or Eligible Organisation and discuss a potential application to the Program.
- Provide your Manager or Eligible Organisation with the necessary information.
- Or have your responses at hand when applying to the Program via the Online Portal.

If applying to the Next Generation Leaders or Governance streams:

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- Brainstorm and have your responses at hand when applying to the Program via the Online Portal. You may also seek guidance from your Manager to support your responses.

As an authorised representative of an Eligible Organisation, you might use this document to:

- Support in promoting the Program to eligible women within your organisation.
- Assist you in writing and submitting an application via the Grants Online Portal, for women within your organisation.

Note: Eligible Organisations may prefer an authorised person, such as its Chief Executive Officer or HR leader, to submit applications to the Program, rather than provide authority to an Eligible Candidate. This is at the discretion of the Eligible Organisation.

Steps to use this document to support an application to the Program:

1. The Eligible Candidate (the individual) should complete the sections below and provide it to the Eligible Organisation (the organisation) for further discussion.
2. The Eligible Organisation will decide whether to support the Candidate (the individual) in their application.
 - Note for the Next Generation Leaders or Governance streams, the Candidate (the individual) does not require support in order to submit an application, although Letters of Support are encouraged.
3. An application will need to be submitted to the Program via the Grants Online Portal prior to applications closing at **5pm AEST, Monday 26 August 2024.**
 - Learning, Women with a Disability, Executive and Community Leaders streams – the application is from the Eligible Organisation and can be submitted by the individual themselves with the authority from a representative of the organisation.
 - Next Generation Leaders and Governance streams – the application is submitted by the individual.

Please [email](#) the Office for Women in Sport and Recreation if you have any questions regarding this document or the Program.

CONVERSATION GUIDE

Note: This is not the official application form for the Program. This form is intended to support conversations within your organisation.

Section 1 – Candidate details	
Title	
First name	
Surname	
Pronouns	
Organisation	
Position	
Mobile	
Email	
Postal address	
Local Government Area	
Section 2 – Stream information	
Stream/s I would like to be nominated for	
I confirm I am eligible for this Stream	
Section 3 – Assessment criteria	
Learning, Women with a Disability, Next Generation Leaders, Executive only Describe your current position in the sport and active recreation sector and previous relevant work experience	
Governance only Describe your prior experience as a senior manager, executive or any other leadership role, including any board experience to date	
Community Leaders only Describe your current position in the sport and active recreation sector and any previous relevant volunteer or work experience	
All	

<p>Outline how this professional development opportunity will contribute to your professional development and career aspirations in the sport and active recreation sector</p>	
<p>All Outline how your participation in the development activity would benefit the organisation and the broader sport and active recreation sector</p>	

Sample Email

Below is a sample email you could send to your manager to request to support a conversation about applying for the Program.

TEMPLATE EMAIL TO YOUR EMPLOYER

Dear [insert name here],

I've been considering the professional development opportunities offered through the Office of Women in Sport and Recreation for some time now.

The opportunities under the *Change Our Game* Professional Development Scholarships Program are relevant to the areas of skill development I am seeking to progress my career.

In particular, I am interested in applying for the [] stream of this year's program, which is currently open for applications.

(TAILOR THIS SECTION TO THE STREAM/ COURSE YOU ARE WANTING TO COMPLETE – For example, The [XYZ] course would provide an introduction to leadership that would help me better understand my values and strengths, and learn collaborative techniques and conflict resolution strategies.)

I feel I would benefit from the opportunity to grow my skills and learn new approaches that could be of benefit to [your organisation] and my career in the sector.

I seek your support in submitting an application to the program, in particular *[REMOVE AND/OR ADD RELEVANT INFORMATION]* authorisation that I can submit the application and providing a letter of support.

Thank you for considering my request.

Kind regards,

[Name]