

CHANGE OUR GAME SCHOLARSHIP GRANTS PROGRAM

2021-22 APPLICATION GUIDELINES
ROUND 1

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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 Scholarship Grants Program, through the Office for Women in Sport and Recreation, is assisting women working and volunteering in sport and recreation to access professional development opportunities, placing them in the best position to obtain and thrive in leadership roles.

The Program is tiered to ensure leadership opportunities are extended across all levels of the sector, from community volunteers through to senior executives.

COVID-19 has impacted the Victorian sport and recreation sector particularly hard. This includes a number of women working in the sector having to re-evaluate their career pathway and seek employment in other areas within the sector and beyond. To address this need, a stream of this year's Program provides opportunities for these women to access career coaching and career counselling services.

Now in its fourth year, the Program has funded participation in a range of professional learning and development courses, supporting more than 210 women from across the state. This includes Sarah Styles, our new Director of the Office for Women in Sport and Recreation, who undertook an online change program designed to build a greater understanding of the success factors critical to driving positive change in our societies through the Harvard Kennedy School in 2018.

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

I look forward to working with you all to level the playing field for women and girls in Victoria.

THE HON ROS SPENCE MP
Minister for Community Sport



PROGRAM DESCRIPTION AND OBJECTIVES

1.1 About the program

The *Change Our Game Scholarship Grants Program* (the Program) supports women to access professional development opportunities to enhance their skills in sport and recreation leadership and management.

Offered through the Victorian Government's Office for Women in Sport and Recreation (OWSR), the Program also offers support for women whose employment in the sector has been impacted by COVID-19.

Candidates for the Program are nominated by recognised state sporting associations (SSAs), state sport and recreation bodies, local government authorities and regional sports assemblies.

1.2 Objectives of the program

In November 2015, the independent Inquiry into Women and Girls in Sport and Active Recreation (Inquiry) made nine recommendations aimed at enhancing participation by women and girls in sport and active recreation and increasing engagement in leadership and governance roles. The Victorian Government adopted all nine Inquiry recommendations.

The Program addresses Recommendation 7: Build an enabling environment through education and training, by increasing opportunities for women to access professional learning in sport leadership and management.

The Program aims to:

- support women to undertake professional development opportunities that will enable them to take on paid or volunteer roles in the sport and active recreation sector
- provide education and training opportunities for state sporting associations and local government authorities
- support women to diversify their skills to adapt to workforce changes as a result of COVID-19.

2.

FUNDING

2.1 Funding categories

The Program has five categories. The following table outlines the categories and corresponding monetary value. The years of experience are intended as a guide only, and applicants applying for categories outside their years of experience in the sport and recreation sector will still be considered by the assessment panel.

Category	Funding Available
Category 1 Less than 3 years of experience in sport and recreation	Up to \$2,000
Category 2 3 to 5 years of experience in sport and recreation	Up to \$5,000
Category 3 More than 5 years of experience in sport and recreation with demonstrated management experience	Up to \$10,000
Category 4 Professional development / group training for employees and/or volunteers	Up to \$10,000
Category 5 A stream specific to those whose role within the sport and active recreation sector has been impacted by COVID-19. This stream will provide career coaching / career counselling for anyone looking to reskill or re-evaluate a career pathway plan	Up to \$2,500

2.

FUNDING

2.2 Types of activities that will be funded

The Program will fund professional development activities that are aimed at enhancing skills in sport and recreation leadership and management. These activities may include, but are not limited to:

- organisational governance training
- working with boards and committees
- leadership skills and management training
- project or event management
- media and communications training
- sports administration training
- change or financial management

Eligible organisations can nominate more than one candidate for one course/activity.

2.3 Types of activities that will not be funded

Funding is not available:

- for one candidate to attend multiple courses/ activities
- to attend events as a competitor
- for professional development of staff that the 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.

ELIGIBILITY

3.1 Eligible Applicants

Applications must be submitted by one of the following:

- regional sports assemblies
- local government authorities
- state sporting associations or 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 Sport Australia may submit applications

Eligible organisations must have:

- i. 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: nationalredress.gov.au/about.
- ii. satisfactorily met reporting requirements on any previous or existing grants received from the Office for Women in Sport and Recreation and Sport and Recreation Victoria.

3.2 Eligible Candidates

To be eligible for a scholarship, nominated candidates must:

- identify as a woman
- be aged 18 years or over
- be currently involved in either a paid or volunteer capacity in sport or active recreation in Victoria
- have their application submitted by a senior representative/manager of an Eligible Applicant (see section 3.1). 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.

While applications must be submitted by an Eligible Applicant (see Section 3.1), Eligible Candidates are not required to have their paid or volunteer role in the Victorian sport or active recreation with that organisation. For example, Eligible Candidates may be in a paid role with Victorian-based national sporting organisation.

3.

ELIGIBILITY

3.3 Ineligible Applicants

All entities and organisations except those listed in Section 3.1 – Eligible Applicants, and:

- community level sporting clubs
- individuals who have received a Change Our Game Scholarship Grant in the previous rounds in 2019-20 or 2020-21 are ineligible to receive a scholarship in this round. Individuals who received a Change Our Game Scholarship Grant prior to these rounds are eligible to receive a scholarship.
- eligible organisations who have not achieved 40 per cent women on their board and do not have an Office for Women in Sport and Recreation approved work plan to meet this requirement. This requirement does not apply to local government authorities.

Applications nominating one candidate for multiple courses/activities will be deemed as ineligible (refer to Section 2.3).

3.4 Process for Applicants

Step 1: Check your eligibility

Check the detailed information contained in these guidelines to see if your organisation, the candidate to be nominated and the proposed activity are eligible.

Step 2: Apply online using Grants Online

The link to apply online can be found on the **Change Our Game website**.

A copy of the application questions can also 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.

3.

ELIGIBILITY

Advantages of applying online

Submitting your application through Grants Online ensures it is received by OWSR and the Department of Jobs, Precincts and Regions immediately and can be processed in the most efficient way. If you need assistance with applying online, please call the Grants Information Line on 1800 325 206 for the cost of a local call (except from a mobile phone) on any weekday between 9am and 5pm (except for public holidays).

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 5:00pm AEDT, Monday 25 October 2021.

4.

APPLICATION QUESTIONS

Categories 1–3:

1. Briefly describe the activity for which funding is sought (date, location and web link)
2. Please provide a brief description of the candidate's current position in the sport and active recreation sector and their previous relevant work experience.
3. How will the nominated program/training course assist the candidate in their professional development?
4. Outline the impact the development activity could have on your own organisation and the broader sport and recreation sector.

Category 4:

1. Briefly describe the activity for which funding is sought (date, location and web link)
2. How have you identified employees and/or volunteers that will attend the proposed activity/training?
3. How did you identify the need for the proposed training? (e.g., staff survey)
4. Outline the impact the development activity could have on your own organisation and the broader sport and recreation sector.

Category 5:

1. Briefly describe the activity for which funding is sought (date, location and web link)
2. Please provide a brief description of the candidate's current position in the sport and active recreation sector and their previous relevant work experience. If the candidate has been stood down or the scope of their role has changed due to COVID-19, please acknowledge this in your answer.
3. How will the nominated training course assist the candidate in seeking a new direction in their career and/or obtain skills required for a new role
4. Outline the impact the development activity could have on your own organisation/club and the broader sport and recreation sector.

5.

ASSESSMENT

5.1 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 5.2 below.

Eligibility does not guarantee the requested amount will be granted. It is expected that more applications will be received than can be funded.

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 and OWSR reserves the right to amend these Guidelines at any time.

5.2 Assessment Criteria

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

Criteria	Weighting
The relevance of proposed activity to candidate's current paid and/or volunteer role in sport and active recreation (or former role, if applying for Category 5)	25%
Ability to detail how the proposed activity will support the candidate's professional development, career and/or leadership aspirations. If applying for Category 4, ability to detail how the proposed activity will support the organisation's strategy	50%
The impact the proposed activity could have on the candidate's organisation and the broader sport and recreation sector	25%

6.

TIMELINES

Milestone	Date
Applications open	Tuesday, 28 September 2021
Applications close	5pm AEDT, Monday 25 October 2021
Announcement of successful applicants	November 2021



CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

7.1 Funding Agreements

Successful applicant organisations, not candidates, must enter into a funding agreement with the Department of Jobs, Precincts and Regions. Funding agreements establish the parties and their commitments and obligations to each other and set out the general terms and conditions of funding.

Different terms and conditions apply to different types of grants and grant recipients. These terms and conditions are not negotiable. A representative from the Office for Women in Sport and Recreation will be able to discuss the requirements of this funding agreement with successful applicants by emailing changeourgame@sport.vic.gov.au.

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 the Department of Jobs, Precincts and Regions.

- Funds must be spent on the activity as described in the application. Any proposed variation to the approved activity must be submitted to the Department of Jobs, Precincts and Regions for approval prior to implementation.
- Grants to organisations not registered for GST will be made exclusive of GST.
- Grant recipients must ensure that individual recipients of scholarships will provide a case study of career development as a result of receiving the Change Our Game Scholarship if requested.
- Grant recipients agree to partake in a survey as part of the evaluation of the Change Our Game suite of initiatives as requested by the Office for Women in Sport and Recreation.
- Grant recipients must have satisfactorily met reporting requirements on any grants received from Sport and Recreation Victoria and the Office for Women in Sport and Recreation.

Payments will be made conditional upon:

- the Funding Agreement having been executed by both parties
- milestones having been achieved to the department'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.

7.

CONDITIONS THAT APPLY TO APPLICATIONS AND FUNDING

7.2 Acknowledging the Victorian Government's support and promoting success

Successful applicants need to acknowledge the Victorian Government's support through the provision of a grant from the Program from the Office for Women in Sport and Recreation. 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.

7.3 Privacy

The Department of Jobs, Precincts and Regions (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 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 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.

8.

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 (except for public holidays).

DISCLAIMER

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