

Form Submission

Form: 2024-25 Sporting Club Grants Program Round 1 - Category 2: Volunteers and Officials

Form Type: Grant Application

INTRODUCTION

What you need to know before completing the application form

User Registration

You must be a registered user on the Department of Jobs, Skills, Industry and Regions (DJSIR) Grants portal in order to 'Save as Draft' or 'Submit' an application form. If you are already a registered user, you will be directed to enter your username and password. If you have forgotten your password, you can click on the 'Forgot Password?' link on the 'Log In' page. If you are not a registered user, you will be directed to create a username and password.

Acknowledgement and Agreement

You must access the Conditions of Grant [here](#), read the conditions and check the box at section 11.3 of this application form, acknowledging you have read, understood and agree to be bound by the Conditions of Grant.

Privacy and Commercial Confidentiality

The DJSIR is committed to protecting your privacy. We collect and handle any personal or health information about you or a third party in your application, for the purpose of administering your grant application and informing the public of successful applications.

In order for us to administer your grant application effectively and efficiently, we may need to disclose your personal or health information with others for the purpose of assessment, consultation, and reporting. This can include departmental staff, Members of Parliament and their staff, external experts, such as members of assessment panels, or other government departments. If you intend to include personal information about third parties in your application, please ensure that they are aware of the contents of this privacy statement.

Any personal information about you or a third party in your correspondence will be collected, held, managed, used, disclosed or transferred in accordance with the provisions of the Privacy and Data Protection Act 2014 (Vic) and other applicable laws.

To obtain a copy of the DJSIR Privacy Policy, please email privacy@ecodev.vic.gov.au. For information about how to access information about you held by the DJSIR please email privacy@ecodev.vic.gov.au. For more information, go to the DJSIR's [Privacy Policy](#).

Data Security and Ownership

Information in this application is transmitted to the DJSIR's secure environment once you have saved or submitted an application. Your draft form can be seen by DJSIR staff but will not be viewed in detail or assessed until you have submitted it.

Funding Discretion

Assessment of this application and any decision to approve funding are matters for the State of Victoria in its absolute discretion acting through its Ministers and the DJSIR.

State Not Liable for Claims Arising from Application

The State of Victoria will not be liable for any action or claim arising from or in connection with this application and its assessment.

How to navigate the DJSIR Grants Portal

Throughout this application any field marked with this asterisk symbol (*) indicates that it is mandatory and must be completed. If you wish to go back and forward between pages, use the 'Previous Page' and 'Next Page' buttons in the portal – do not use the back and forward buttons on your web browser.

For assistance with online applications email svgrants@sport.vic.gov.au.

SECTION 1: APPLICATION ELIGIBILITY & ATTESTATION

You are applying for funding in Category 2: Volunteers and Officials.

In this category, applicants can apply for: Up to \$5,000 for projects that provide practical improvements to strengthen volunteering and officiating. Projects need to:

- improve the skills and knowledge of volunteers, coaches and/or officials; and/or
- introduce or enhance an ongoing volunteer program

Please read the 2024-25 Sporting Club Grants Program Guidelines to check your eligibility for a grant through this program. The Program Guidelines can be accessed [here](#).

Funding is available for projects commencing from 12 October 2024 onwards.

Did your organisation receive a grant in Category 1, 2 or 3 from the Sporting Club Grants Program in 2023-24? Yes

If unsure, please check the [Sporting Club Grant Program recipients 2023-24](#) document on our website

No

Applicants that received a grant in Category 1, 2 or 3 in 2023-24 are not eligible to apply or receive funding in these categories in 2024-25

Does your organisation adhere to and promote the Fair Play Code, or your State Sporting Association's code of conduct and/or member protection policy, which incorporates the Fair Play Code?

Further information about the Fair Play Code can be found on our website at

<https://sport.vic.gov.au/publications-and-resources/community-sport-resources/fair-play-code>

Yes

No

Applicants must meet this eligibility requirement to receive a grant through this program.

Has your organisation implemented, and is it maintaining, policies relating to Child Safe Standards?

Further information about this code can be found at <https://ccyp.vic.gov.au/child-safe-standards>

Yes

No

Applicants must meet this eligibility requirement to receive a grant through this program.

Does your organisation comply with the requirements and expectations of the Australian National Anti-Doping Scheme and Australian National Anti-Doping Policy (where required)?

Yes

No

N/A

Applicants must meet this eligibility requirement to receive a grant through this program.

Is your organisation affiliated with a recognised State Sporting Association (SSA) or State Sport and Active Recreation Body (SSARB)?

Yes

No

Name of SSA or SSARB:

The Scout Association Of Australia
Victorian Branch

Have you read and understood the Conditions of Grant applicable to this program, and does your organisation acknowledge and agree to be bound by the Conditions of Grant? The Conditions of Grant can be accessed [here](#).

Yes

No

To be funded through this program, applicants must accept and agree to be bound by the Conditions of Grant. The Conditions of Grant can be accessed [here](#).

Has your organisation completed all reporting responsibilities (e.g. grant acquittal) on any grants previously received from Sport and Recreation Victoria?

Yes

No

Unsure

To be funded through this program, applicants must have completed all reporting responsibilities on any previous grants. If unsure, please email SRVGrants@sport.vic.gov.au for confirmation.

Have you obtained a quote(s) that corresponds to all eligible items, courses, services, or training?

Yes
 No

Please review the [Program Guidelines](#), for the eligible costs, and costs we will not fund in Category 2, to ensure the requested items are funded through this program.

All applications must include a quote(s) that corresponds to all items to be funded as noted in the Support Documentation section of the Program Guidelines.

SECTION 2: APPLICANT ORGANISATION

Name of Applicant Organisation:

Your Group's Name

Type of Organisation

Incorporated Association
 Company limited by guarantee
 Aboriginal and Torres Strait Islander corporation
 None of the above

Australian Company Number (ACN):

Check your organisation's ACN on the ASIC Registers [here](#).

Incorporation Association Registration Number

Check your organisation's registration number on the Victorian Names Register [here](#).

Aboriginal and Torres Strait Islander Corporation Number:

Check your organisation's ICN [here](#)

By selecting 'None of the above' you must nominate an eligible auspice organisation in Section 4 of this application form. Your auspice organisation will receive, and auspice, all grant funds paid in the event of a successful application.

Agree
 Do Not Agree

You must agree to this requirement and complete Section 4: Auspice Organisation in this application form.

The applicant must also attach a letter from your Auspice Organisation to confirm they agree to act as your Auspice Organisation (if the application is successful).

Does your Organisation have an Australian Business Number?

Yes
 No

Australian Business Number (ABN):

(ABN Details as listed in [ABN Lookup](#)).

39662387026

Entity Name

ABN Status

GST Status

GST Registered Date

Entity Type

A completed Australia Taxation Office Statement by Supplier form is required because your organisation doesn't have an ABN.

Please complete and sign an [Australian Taxation Office Statement by a Supplier form](#) and attach it to this section

Section A: Supplier details - Name and address of your Organisation.

Section B: Declaration - Name, signature and date of your Authorised Representative on behalf of your organisation.

ATO Statement by Supplier Form

(attachment)

Organisation's Physical Location Address

This address is where your organisation conducts its main sport or activity – e.g. sports ground, recreation reserve, clubroom, local facilities

Country:

Australia

Street Address:

Your Hall's street address

Suburb/Town:

Your Hall's Suburb/Town

State:

Victoria

Postcode:

Your Hall's postcode

Is the organisation's postal address the same as the physical location address?

Yes

No

Postal Address

If your organisation has a head office or postal address that is different to the physical location noted above, please provide these details here:

Country:

Australia

Street Address or PO Box:

152 Forster Road

Suburb/Town:

Mount Waverley

State:

VIC

Postcode:

3149

SECTION 3: AUTHORISED REPRESENTATIVE

Authorised Representative

An Authorised Representative means an officer of the organisation that has authorisation and capacity to enter the grant agreement on behalf of the applying organisation.

The Authorised Representative must be selected by your organisation to submit your application and receive an Email of Acceptance (if the application is successful).

Title:

Authorised Group Representative Title e.g. Ms, Mr etc.

First Name:

Authorised Group Representative First Name e.g. Jane

Last Name:

Authorised Group Representative Last Name e.g. Doe

Role with the organisation:

Authorised Group Representative Role e.g. Group Leader etc.

Telephone:

Please prefix +61 followed by the area code (without the leading zero) then the 8-digit number with no spaces or special characters

Authorised Group Representative Role e.g. Group Leader etc.

Mobile:

Please prefix +61 followed by the remainder of the mobile number (without the leading zero) with no spaces or special characters

Authorised Group Representative Mobile Number

Email:

Sport and Recreation Victoria will communicate with applicants through this email. Please ensure that it is accurate and active.

Authorised Group Representative Email

We strongly advise using a Scouts Victoria email such as gl.group@scoutsvictoria.com.au. This will ensure that even if your Group has personal changes during the grant project, emails from the Program will still reach your Group.

I would like to opt-in to the Sport and Recreation Victoria grants email distribution list

If you opt-in, Sport and Recreation Victoria may send you information promoting upcoming grant opportunities, resources, events and learnings as well as other useful information relating to sport and active recreation organisations. Your personal information will be stored on secure databases which reside in Australia and the United States of America. If you have any concerns with your personal information being stored outside of Australia, please contact the Department's Privacy Unit at privacy@ecodev.vic.gov.au to discuss. You can opt out at any time by emailing us at srvgrants@sport.vic.gov.au.

SECTION 4: AUSPICE ORGANISATION

If your organisation is NOT an incorporated association OR a company limited by guarantee OR an Aboriginal and Torres Strait Islander corporation, you must nominate an auspice organisation to receive and auspice any grant funds paid in the event of a successful application.

If this application is successful, will you require an auspice organisation to manage the grant funds?

Yes

No

AUSPICE ORGANISATION DETAILS

Name of Auspice Organisation:

The Scout Association of Australia, Victorian Branch

Type of Organisation

Incorporated Association

- Company limited by guarantee
- Aboriginal and Torres Strait Islander corporation

Auspice Organisation's Incorporated Association Registration Number:

Check the auspice organisation's registration number at

<https://www.consumer.vic.gov.au/clubs-and-fundraising/incorporated-associations/search-for-an-incorporated-association>

A1234567B

Note: Scouts Victoria was incorporated under Royal Charter so we do not have an incorporation number.

Auspice Organisation's Australian Company Number (ACN):

Check the auspice organisation's ACN at

<https://connectonline.asic.gov.au/>

Auspice Organisation's Aboriginal and Torres Strait Islander corporation number:

Check the auspice organisation's ACN at

<https://www.oric.gov.au/>

Does the Auspice Organisation have an Australian Business Number?

Yes

No

A completed Australia Taxation Office Statement by Supplier form is required because the auspice organisation doesn't have an ABN.

Please have the auspice organisation complete and sign an [Australian Taxation Office Statement by a Supplier form](#) then attach it to the this section

ATO Statement by Supplier Form

(attachment)

Auspice Organisation's Australian Business Number (if they have one):

<https://www.abr.business.gov.au/>

39662387026

Entity Name

ABN Status

GST Status

GST Registered Date

Entity Type

Auspice Address Information

Country:

Australia

Street Address:

152 Forster Road

Suburb/Town:

Mount Waverley

State:

VIC

Postcode:

3149

Is the auspice organisation's postal address the same their physical address?

Yes

	[] No
Postal Address	
Country:	
Postal Address:	
Suburb/Town:	
State:	
Postcode:	
Auspice Organisation's Authorised Representative	
The Auspice Organisation's authorised representative must accept, sign and return a Grant Agreement (if the application is successful). Please attach a letter from your Auspice Organisation to the Supporting Documents section of this application form, to confirm they agree to act as your Auspice Organisation.	
Title:	Mr
Given Name:	Jon
Surname:	McGregor
Role within the auspice organisation:	Executive Manager
Telephone: Please prefix +61 followed by the area code (without the leading zero) then the 8-digit number with no spaces or special characters	+61385439800
Mobile: Please prefix +61 followed by the remainder of the mobile number (without the leading zero) with no spaces or special characters	+61385439800
Email	grants.manager@scoutsvictoria.com.au
Sport and Recreation Victoria will communicate with Auspice Organisations through this email. Please ensure that it is accurate and active.	

SECTION 5: PROJECT DETAILS

In 10 words or less, name your project e.g – Volunteer recognition event, Training to up-skill coaches, First-aid training for volunteers	
Project Name:	Your Project Name (Think of something catchy!)
Amount Requested from this program: Organisations can apply for up to \$5,000 The amount requested should include all GST that will be payable, regardless of your organisations GST status.	\$5000 (or less)
<p>What is your project? Provide a brief and clear description of your project. Please include:</p> <ul style="list-style-type: none"> • who at your organisation (volunteers, umpires, coaches, committee members) and how many people will participate • the proposed start and completion date, or a proposed timeline • if the project is to support training, development or knowledge building, who is facilitating or delivering the course • any relevant specifics relating to what you want to do with funding 	

Respond in 200 words or less:

Project elevator pitch. Make it clear and concise. This is the first time the funding panel will see when they read your application

Does your project involve the delivery of 'services to children' under the age of 18 years?
'Services to children' means services provided by a non-government organisation that is responsible for the supervision of, or authority over, a child under the age of 18 years on a recurring basis. This includes the provision of: Care; Education; and Services or activities.

- Yes
- No

If you are not sure, click YES

Child abuse insurance is required for projects in this category where the grant funds will be directly used to deliver services to children under the age of 18 years on a recurring basis. In such instances, the applicant must have child abuse insurance with a minimum insured amount of \$5 million per claim, exclusive of public liability insurance.

Written advice from the insurance provider must be uploaded to this application. The whole insurance policy is required, not solely the certificate of currency.

For further clarification on insurance requirements for this program, please contact Sport and Recreation Victoria via email at srvgrants@sport.vic.gov.au prior to submitting your application.

In 100 words or less, tell us about your organisation. Please include: which sport or active recreation you deliver; where your organisation is located and what are your aims?

Talk about your Group - This is your elevator pitch: Talk about your Outdoor Adventure Skills. Share which suburb your hall is in, and if you are metropolitan or regional. Share your aims. Share how many members in your Group.

For reference, these are the aims of Scouts Victoria: Scouts Victoria provides an adventurous, challenging and fun program to young people which teaches life skills, leadership and community participation. This in turn enables them to play a constructive role in society as responsible members of both their local and international communities.

SECTION 6: ASSESSMENT CRITERIA

In this section, you must respond to the assessment questions as noted below and in the [Program Guidelines](#).

The Sporting Club Grants Program includes a competitive application process. Eligibility does not guarantee success and it is expected that more applications will be received than what can be funded.

Applicants will not be contacted during the assessment phase to clarify or request further information. Applications are assessed on the details submitted.

Responses to each question should be no more than 200 words.

1. How do volunteers and/or officials contribute to your organisation? Who are they, what are their current needs and how will your project improve their skills, knowledge, capacity or capability?

When answering these three questions remember: Be clear and concise, align your answers to the Program Guidelines, write with passion!

2. How will funding help your organisation's volunteers and/or officials deliver sport and active recreation in your community now and into the future?

When answering these three questions remember: Be clear and concise, align your answers to the Program Guidelines, write with passion!

3. What is your organisation's commitment to increase the diversity and retain the participation of volunteers and officials at your organisation? How would this funding help create a safe, welcoming and inclusive environment for volunteers and officials at your organisation?

When answering these three questions remember: Be clear and concise, align your answers to the Program Guidelines, write with passion!

SECTION 7: DESCRIBING THE GRANT BENEFICIARIES

GENDER Dependent on what sport you have selected and your Groups demographics, please fill this section.

Woman (enter 0 if none)

Man (enter 0 if none)

Self-described (enter 0 if none)

DIVERSITY

People with disabilities (enter 0 if none)	<input type="text"/>
People who are Aboriginal and/or Torres Strait Islander (enter 0 if none)	<input type="text"/>
People from culturally and linguistically diverse backgrounds	<input type="text"/>
People who are refugees	<input type="text"/>
People who are socio-economically disadvantaged	<input type="text"/>
People who reside in Regional Victoria	<input type="text"/>
People who identify as LGBTIQ+ (Lesbian, Gay, Bisexual, Trans and gender diverse, Intersex, Queer and questioning)	<input type="text"/>
VOLUNTEERS	
Committee/decision making	<input type="text"/>
Other	<input type="text"/>
What is the primary sport or active recreation activity that relates to this application? If more than one, please select a maximum of 3 only.	<input type="text"/>

Pick 1-3 sports you deliver (e.g. hiking, canoeing, cycling)
Do not list Scouts as a sport.

SECTION 8: PROJECT BUDGET

PROJECT INCOME

In this Project Income section, please also include details of contributions and funding from other organisations that will be used for this project.

Amount requested from this the Sporting Club Grants Program:	<input type="text"/>		
Contributions (Your Organisation):	<input type="text"/>		
Contributions (Other Organisation 1):	<input type="text"/>	Responsible organisation 1:	<input type="text"/>
Other Income:	<input type="text"/>	Other Income Description:	<input type="text"/>
TOTAL PROJECT INCOME	<input type="text"/>		

PROJECT EXPENDITURE

Provide a breakdown including the dollar amount and description of how

the grant funds will be spent.

Purchases of capital assets, new operational and administrative expenses, event costs, venue hire or equipment that directly relate to a volunteer event, will only be funded if reasonably attributable to the delivery of the event.

This includes:

Event planning: guest speakers, venue hire, recognition events

Promotion: advertising for new volunteers, inclusive communications in accessible formats and languages

Digital capability and resources: website or development costs that directly relate to volunteer capacity building. A maximum of \$1,000 can be requested for these costs

Partnership projects: collaborations between organisations, or across different sport and active recreation to build connections and sustainable volunteer pathways

Note: If your project costs more than \$5000 you need to have listed either a "Contribution" or "Other Income" above

Expenditure 1	List every item you will spend money on for this project	Expenditure 1 Description	
Expenditure 2		Expenditure 2 Description	
Expenditure 3		Expenditure 3 Description	
Expenditure 4		Expenditure 4 Description	
Expenditure 5		Expenditure 5 Description	
Expenditure 6		Expenditure 6 Description	
TOTAL PROJECT EXPENDITURE	0.00		
Total Income minus Total Expenditure must equal \$0.00 before you can proceed to the next page	0.00		

SECTION 9: ATTACHMENTS

Quotes	(attachment)	Remember you can use a screenshot of an online shopping cart!
Supporting letter from Auspice Organisation (if applicable)	(attachment)	Request an auspice letter here: https://www.surveymonkey.com/r/XX75RQG
Insurance Policy relating to child abuse insurance (if required)	(attachment)	Submit if required
Other attachment (if required)	(attachment)	Letter of Incorporation https://www.dropbox.com/sh/ctgiitcyvb44997/AAAYXznFuSe7Fa6gunJwsyzaa?dl=0
Other attachment (if required)	(attachment)	

SECTION 10: BANK ACCOUNT DETAILS

If your application is successful, the applicant organisation will receive an Email of Acceptance (via email) from the Department.

Personal bank account details must not be provided. We will only pay grant funds into the account of the organisation.

A remittance advice will be sent to the nominated email address provided in this section. You do not need to create an invoice in relation to this transaction.

Account Name:

This must be an account belonging to the applicant organisation

The Scout Association of Australia, Victoria Branch

BSB Code:

(6 digit number without dash, spaces or commas)

083355

Account Number:

(Max. 9 digits, without dash, spaces or commas)

515564710

Email (to be used for remittance advice)

accounts@scoutsvictoria.com.au

Accurate and up to date bank account details:

I declare that the details provided in this application are true, complete and accurate, including the Australian bank account details (BSB and Account Number). I acknowledge and accept that the provision of incorrect details will delay the processing of my application and/or not receiving payment as a result of the provision of incorrect bank account details.



SECTION 11: DECLARATION

1. PRIVACY AND USE OF INFORMATION CONSENT

I/We authorise and consent to the Department of Jobs, Skills, Industry and Regions (ABN 83 295 188 244) (Department), using and disclosing the information supplied in support of this application for the Sporting Club Grants Program to other State and Commonwealth government departments and agencies and where required, to the Department's external consultants to assess the particulars and merits of this application for each stage of funding and / or support that is available.

Information collected will be used and held for the purposes of assessing the Application and administering, handling, and reviewing the Grant and the Sporting Club Grants Program in accordance with the Department's processes as described in its Privacy Statement.

I/We acknowledge that:

- The Department's Privacy Statement is available on its website <https://djsir.vic.gov.au/privacy>.
- I/We can gain access to personal information (as defined in the Privacy and Data Protection Act 2014 (Vic)) which the Department holds about me/us in certain circumstances specified by legislation.
- Enquiries about access to information should be directed to the Department's Privacy Unit by emailing privacy@ecodev.vic.gov.au.

2. CONDITIONS OF GRANT

As the authorised representative of the applicant, I/We acknowledge:

- Conditions of Grant are available on the Department's website [here](#).
- I/We can gain access at any time during the term of the agreement to the Conditions of Grant through the website as referred to above; and
- enquiries about access to the Conditions of Grant or about the Conditions themselves should be directed to svgrants@sport.vic.gov.au

3. DECLARATION AND ACKNOWLEDGEMENT

I declare that:

1. I am authorised by the organisation specified in the application (Applicant) to make this application for support from the Sporting Club Grants Program (Program) on its behalf.

2. On behalf of the Applicant I confirm:

(a) the statements made in this application and all supporting documentation are being provided by me on behalf of the Applicant and are true and correct in every particular.

(b) the Applicant has supplied all relevant information for the Department to assess the Application including information about the Applicant and its conditions of financial hardship, and confirm that I have not omitted any relevant information.

(c) the Applicant acknowledges that the failure to provide some or all of the information which the Department requests or requires to make an assessment of the financial condition of the Applicant may result in this application not being processed or approved.

(d) the Applicant consents to the use of information in this Application in accordance with the Privacy and Use of Information Consent.

(e) the Applicant understands that this application remains subject to audit for a period of four years from the date of application.

(f) that the Australian bank account details (BSB and Account Number) provided as part of this application is the nominated account on behalf of the Applicant and that all account details and are true, complete and correct.

(g) the Applicant understands that the Department's use of personal information provided for the purposes of this application complies with the Privacy and Data Protection Act 2014 (Vic).

(h) the Applicant understands and agrees that Recipients of this grant program may receive an evaluation survey regarding their grant from the Department and will be required to participate in program evaluation activities, if requested.

(i) the Applicant understands that if any information provided in this application is found to be untrue or misleading, the grant funds will be repayable on demand, the matter may be referred to law enforcement and penalties may apply.

(j) the Applicant understands and agrees that this Application constitutes offer to the Department. If the Applicant is successful in obtaining funding, the Department will issue an Email of Acceptance and a binding agreement governing the use of the approved funding will be formed between the Applicant and the Department incorporating:

- the Email of Acceptance;
- the conditions of grant available on the Department's website [here](#);
- the terms set out in the Guidelines; and
- the information supplied by the Applicant in the Application.

In the event of inconsistency, the order of precedence set out above will apply.

By checking this box, I/We as the authorised representative of the Applicant confirm the accuracy of all details in this Application, and make each of the declarations set out above on behalf of the Applicant in the knowledge the Department is receiving this information and will rely on it when making decisions about this application and any payment of the grant to the Applicant.



By checking this box, I/We as the authorised representative(s) of the Applicant confirm the Conditions of Grant have been accessed, read and are understood by the Applicant (through each of its officers and representatives) and if an Agreement (as defined in the Conditions of Grant is formed), the Applicant agrees to be bound by the Agreement.



You must accept the declaration prior to submitting your application

Name:

Your Name

Position:

Your Position

Date:

Application Date

After you click on the 'Save and Submit' button on the final page, a confirmation message will be displayed on your screen. If you do not receive this message, please email svgrants@sport.vic.gov.au