



Building Inclusive Sport Grants 2010 – 2012

“The Building Inclusive Sport Grants is another way that the Victorian Government continues to support and develop inclusive sport and recreation opportunities for people with a disability. I encourage organisations currently funded through the Access for All Abilities program, Regional Sports Assemblies, local government authorities, disability organisations and State Sporting Associations, to take advantage of this opportunity”.



JAMES MERLINO MP
Minister for Sport, Recreation and Youth Affairs



What are the Building Inclusive Sport Grants?

The Building Inclusive Sport Grants 2010-12 are part of the Access for All Abilities Program. For over 10 years the program has, and continues to support and encourage inclusive sport and recreation opportunities for people with a disability throughout Victoria.

The grants aim to develop new inclusive and innovative sport and recreation opportunities for people with a disability. The grants will support new ideas and solutions that encourage greater participation in sport and recreation.

Grants of up to \$80,000 over two financial years are available for projects targeting people with a disability to:

- develop new mainstream, ongoing participation opportunities and pathways
- develop new active sport and recreation opportunities for people with a mental illness or an Autism Spectrum Disorder
- create new volunteering opportunities.

Building Inclusive Sport Grants aim to develop partnerships and innovative, sustainable projects that will continue beyond the life of funding, and which are transferable to other places and organisations.



Why is the Victorian Government funding these grants?

The Department of Planning and Community Development (DPCD) provides a focus for the Government's activities around strengthening communities and increasing community participation. Sport and recreation plays an important role in actively involving people in community life and building strong, healthy and liveable communities.

Social inclusion is a key initiative of A Fairer Victoria, the Victorian Government's action plan to reduce disadvantage and create opportunities for all Victorians. By building on existing inclusive practices across the sport and recreation sector, the Victorian Government is improving opportunities for people with a disability to get more active.

Who can apply?

The following organisations are eligible to apply as the lead organisation:

- Victorian local government authorities (LGAs)
- organisations that are currently receiving funding from the Access for All Abilities Program (Access for All Abilities providers).

Organisations ineligible to apply directly for the grants as the lead organisation are encouraged to develop their project ideas in partnership with an LGA or an Access for All Abilities provider.

Organisations encouraged to form partnerships with lead organisations may include, but are not limited to, State Sporting Associations, local sport and recreation organisations, disability, health and other community organisations.

Applications will only be considered where organisations:

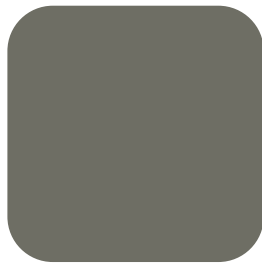
- demonstrate a partnership approach in the delivery of the project including at least one Access for All Abilities provider
- allocate up to 50% of the total grant expenditure on salary or consultancy fees
- include people with a disability in at least one aspect of the development and implementation of the project, for example, the design of the proposal, project governance, project planning, project delivery and/or project evaluation
- demonstrate an ongoing commitment to inclusion within the organisation, for example, development and implementation of a Disability Action Plan or inclusion is incorporated as a core part of the organisations strategic plan or policy.

The lead organisation will be responsible for submitting the application, managing funds and progressing the work of the local partnership.

Only one application can be submitted by each lead organisation.

Partner organisations work collectively, share information and responsibility and contribute resources to a specific project. Partners are actively involved in the development, implementation and ongoing operations of the project to achieve a common goal.

Partnerships may include a range of organisations that come together and plan for shared outcomes, take responsibility for sharing decision making and actions, and are built on trust and commitment.



What type of projects might be funded?

Successful Building Inclusive Sport projects will support and develop sport and recreation opportunities for people with a disability. Grants of up to \$80,000 over two financial years are available to:

- **develop new mainstream, ongoing participation opportunities and pathways**
- **develop new active sport and recreation opportunities for people with a mental illness or an Autism Spectrum Disorder**
- **create new volunteering opportunities** in areas such as coaching, officiating, governance and administration.

Priority will be given to projects that can demonstrate:

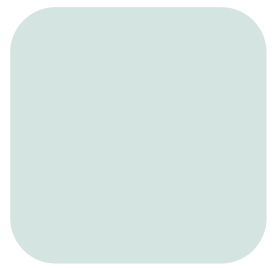
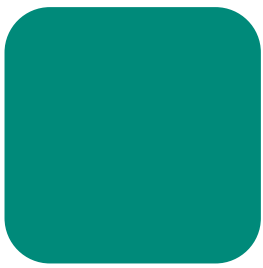
- support from a range of partners, including LGAs, SSAs, Access for All Abilities providers, local sport and recreation organisations and disability organisations
- an identified community need for the project, which may have been identified through a needs analysis or planned response to community consultation, using community development principles and strategic planning
- targeting of Victorian communities that are growth areas; bushfire affected; Neighbourhood or Community Renewal areas; or other geographic areas that can demonstrate significant socio-economic disadvantage
- new and innovative ideas or strategies that are transferable and sustainable beyond the life of the funding
- alignment with the assessment criteria
- financial viability via partnership contributions including additional funding and in-kind support from your organisation and project partners.

What will not be funded?

The Building Inclusive Sport Grants *will not* fund the following:

- infrastructure and major planning projects
- capital works and/or facility maintenance
- equipment purchases
- retrospective items
- ongoing operational costs (for example, rent, electricity and other utilities)
- projects needing ongoing funding
- projects considered to be the responsibility of other agencies or programs including projects that currently receive significant financial support from other funding bodies or programs (for example, local, state or federal government)
- projects for one-off events or participation opportunities, for example, sport carnivals, annual events, and come and try sessions without a pathway to ongoing participation.





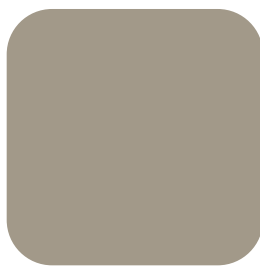
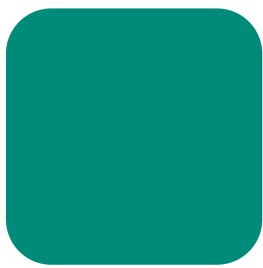
How will applications be assessed?

Applications will be assessed against your response to the questions **Why?** (20%), **How?** (30%), **Who?** (20%), and **What?** (30%) in the attached application form.

The following guide will assist you in the completion of your application form. Priority will be given to projects that are well aligned with the assessment criteria.

<p>Why do you want to do this project?</p>	<p>Describe the demonstrated need for this project. Why is it necessary? Demonstrate the extent to which your project:</p> <ul style="list-style-type: none"> addresses gaps in active sport and recreation participation for people with a disability within the local community addresses the sport and recreation needs of people with a disability links with existing Access for All Abilities initiatives within the identified community targets Victorian communities which are growth areas; bushfire affected; neighbourhood or community renewal areas; experiencing significant socio-economic disadvantage educates individuals and builds the capacity of organisations to be inclusive and provide support for the sport and recreation sector about access for people with a disability. <p>Demonstrate how inclusion of people with a disability will be incorporated into aspects of your project:</p> <ul style="list-style-type: none"> consulted in the design of the proposal part of the project governance consulted and engaged in the project planning involved in project delivery engaged in project evaluation.
<p>How will you carry out the project?</p>	<p>Has a project plan been agreed upon? What are the project milestones and key dates? Will an external consultant be used? How will this project encourage greater participation in community sport and recreation by people with a disability?</p>
<p>Who will be involved in the project?</p>	<p>Who will manage the project? How will the project be managed? Which Access for All Abilities provider is your partner? List any other organisations you will work with on this project and attach completed <i>Partnership Agreement Form</i>*. Briefly outline the roles and responsibilities of the “lead” organisation and the other partnering organisations. Demonstrate how your organisation, and the partnering organisations, are committed to inclusion.</p>
<p>What will the project achieve?</p>	<p>What specific outcomes will be achieved? What sustainable outcomes are expected? What processes will be put in place to ensure sustainability? What is the commitment to support the continuation of project outcomes? Is the project a new and innovative idea or strategy that has the potential to be replicated if successful?</p>

* A *Partnership Agreement Form* must be provided, including at least one Access for All Abilities provider and other partners including local government authorities, State Sporting Associations, local sport and recreation organisations, and disability organisations.



What are the funding conditions?

The following conditions will apply to successful applicants. Applicants must:

- enter into a funding agreement with DPCD that sets out the payment terms, conditions, reporting and grant acquittal requirements
- spend the grant funds on the project as described in the application and return any unspent funds to DPCD
- spend the funds within the grant period, 1 October 2010 - 30 September 2012. Any funds unspent by 30 September 2012 must be returned to DPCD
- apply to vary the approved use of funds prior to implementation or during the project
- provide a brief project completion report for the expenditure of the grant
- ensure that clubs and SSAs that are partners in funded projects adhere to the *Victorian Code of Conduct for Community Sport* during the life of the project. In doing so, they agree to abide by its contents, uphold its principles and act to resolve any breaches that may occur within their organisation*.

* Further information about the *Victorian Code of Conduct for Community Sport* can be obtained from www.sport.vic.gov.au/codeofconduct

What is the application process?

Applications are made by completing the attached application form and submitting it together with the following documents:

- completed *Partnership Agreement Form*, including at least one current organisation receiving funding from the Access for All Abilities Program and other partners
- project plan (optional) that outlines your project milestones, key dates, activities and outcomes.

Applications must be submitted by **13 August 2010**.

Late or incomplete applications will not be considered. Receipt of applications will be acknowledged in writing.

Applications may be submitted in a number of ways:

- **preferred method:** Online at www.grants.dpcd.vic.gov.au (including any attachments)
- by email to grantapplications@dpcd.vic.gov.au
- by fax to 03 9208 3680
- by mail to:
Community Investment Services
Department of Planning
and Community Development
GPO Box 2392
Melbourne Vic 3001

DPCD will advise applicants that have successfully met the first assessment phase. Lead organisations and partners may be required to present these projects to an assessment panel.

More information

For more information, please call our Grants Information Line on 1300 366 356 (cost of a local call) on any weekday between 8.30am and 10.00pm (except Public Holidays).

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Authorised by James Merlino MP
Minister for Sport and Recreation Victoria
1 Spring Street, Melbourne Victoria 3000

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Application Form: Building Inclusive Sport Grants 2010-2012

Section 1 – Contact Information

Fields marked (*) are mandatory

Part A: Applicant Organisation Details

*Name of Organisation: _____

*Main Street Address: _____

*Town/Suburb: _____ *Postcode: _____ *State: _____

Postal Address (if different from above): _____

Town/Suburb: _____ Postcode: _____ State: _____

Authorised person (This is the person who is authorised by the organisation to make the application on their behalf, for example the Chief Executive Officer.)

*Title: _____ *First name: _____ *Last name: _____

Position: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

*Type of Organisation: Incorporated Association Unincorporated
 Local Government Other (please specify) _____

Are you an Indigenous organisation? Yes No

Applicant Organisation's Australian Business Number (ABN), if you have one:

Do you need an auspice for this application?

If your organisation is not incorporated, you must arrange for an incorporated organisation to manage the grant funds. This organisation will be the 'auspice' organisation for the application and you will need to provide their details in Part B.

Yes, I need an auspice organisation for this application (Complete Part B: Auspice Organisation Details)

No, I do not require an auspice organisation for this application (Go to Part C: Contact Details for Project Manager)

Part B: Auspice Organisation Details

Name of Auspice Organisation: _____

Main Street Address: _____

Town/Suburb: _____ Postcode: _____ State: _____

Postal Address (if different from above): _____

Town/Suburb: _____ Postcode: _____ State: _____

Authorised person _____

Title: _____ First name: _____ Last name: _____

Position: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

Type of Organisation: Incorporated Association Unincorporated
 Local Government Other (please specify) _____

Organisation's Australian Business Number (ABN):

Has the auspice organisation agreed to manage the grant on your behalf? Yes No

Part C: Contact Details for Project Manager

Fields marked (*) are mandatory

Title: _____ First name: _____ Last name: _____

Postal Address: _____

Town/Suburb: _____ Postcode: _____ State: _____

Telephone: _____ Mobile: _____ Fax: _____

Email: _____

Section 2 – Project Overview

***Project Name** We will use this name on all correspondence. Please use 10 words or less.

***What are you going to do?** Describe the project in 50 words or less. We will use this in reports and other publications.

Which communities will benefit from your project?

*Describe the place or places that will benefit. Please provide local government area(s) if you know them. If not, provide the suburb or postcode for each place that will benefit. If your project has a wider benefit (eg. Statewide) please provide detail here. Your response is limited to 1000 characters.

Describe any groups or communities your project is directed at or relevant to. For example, people with a disability, women, Indigenous people, youth, culturally and linguistically diverse communities, older adults. If this is not relevant for your project you can leave this question blank. Your response is limited to 1000 characters.

Where will your project happen? Please provide the the address of where most of your planned activity will take place including town/suburb and postcode. Your response is limited to 1000 characters.

Address: _____

Local Government Area: _____

***When will your project take place?** (Projects must be completed within two years of signing the funding agreement.)

*Anticipated project start date ____ / ____ / ____

*Anticipated project completion date ____ / ____ / ____

Section 3 – Project Details that Address the Assessment Criteria

Fields marked (*) are mandatory

Please indicate how your project addresses the following assessment criteria: **Why?** (20%), **How?** (30%), **Who?** (20%), and **What will the project achieve?** (30%). Refer to the program guidelines to help you answer the questions. Responses to each question should be no more than 500 words. Attach additional pages if required.

***Why (20%)**

***How (30%)**

***Who (20%)**

***What will the project achieve? (30%)**

Section 4 – Project Budget

Fields marked (*) are mandatory

Please provide details of the income and expenditure for your project, excluding GST. Note that the total income **must** equal total expenditure.

You are required to submit your budget using the categories provided. If you cannot provide enough details in this section please provide a summary here and the details on a separate sheet(s) using the same categories.

Income		Expenditure	
*Amount requested from this program	\$	Administration Overheads	\$
Other State Government funding	\$	Community Consultations	\$
Local Government funding	\$	Education and Training	\$
Federal Government funding	\$	Marketing and Promotion	\$
Funds from your organisation	\$	Consultancy	\$
Funds from other Community organisations	\$	Project Coordination/Salary	\$
Funds from Business contributions	\$	Project Evaluation	\$
Funds from Philanthropic contributions	\$	Travel	\$
In-kind support from your organisation	\$	Venue/Meeting Room Hire	\$
In-kind from other sources	\$	Other (please specify)	\$
Other (please specify)	\$		
*Total Income	\$	*Total Expenditure	\$

Declaration

I state that the information in this application and attachments is to the best of my knowledge true and correct. I will notify DPCD of any changes to this information and any circumstances that may affect this application. I acknowledge that DPCD may refer this application to external experts or other government departments for assessment, reporting, advice, comment or for discussions regarding alternative or collaborative grant funding opportunities. I understand that DPCD is subject to the *Freedom of Information Act 1982* and that if a Freedom of Information request is made, DPCD will consult with the applicant before any decision is made to release the application or supporting documentation. I understand that this is an application only and may not necessarily result in funding approval.

*Signature:

*Date:

*Print name:

*Position:

(Note: To be signed by a person with delegated authority to apply, ie. Chairperson, Secretary, Public Officer or Treasurer.)

Supporting documents

Please submit the following documents that are relevant to your partnership model:

- Completed Partnership Agreement Form, including at least one current organisation receiving funding from the *Access for All Abilities Program* and other relevant partner organisations (*required*)
- Project Plan (*optional*).