



Frequently Asked Questions (FAQ)

Building Inclusive Sport Grants 2010-2012

Please read these FAQ's in conjunction with the Building Inclusive Sport Grants guidelines. The guidelines are on the Grants@DPCD website at www.grants.dpcd.vic.gov.au. You should also look at the general information on the Grants@DPCD 'Applying for Grants' pages.

If you need more information about the Building Inclusive Sport Grants please contact the Community Access team at Sport and Recreation Victoria (SRV), Department of Planning and Community Development (DPCD).

The Community Access team can help you think through your project ideas, make sure you have spoken to the right people and that you have the right kind of approach and planning to give your project the best chance. They can also clarify if you are eligible.

You should discuss your project with the Community Access team before submitting an application.

What is the purpose of the Building Inclusive Sport Grants?

The Building Inclusive Sport Grants are part of the Access for All Abilities Program. 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 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 to participate in areas such as coaching, officiating, governance and other administration opportunities

Projects will need to demonstrate an identified need and new and innovative ideas or strategies that are transferable to other places and organisations. Applications will also need to demonstrate strategies to encourage the sustainability of the project outcomes to continue beyond the life of the funding support.

Does my application need to incorporate all three of the project priority areas?

No, your application does not need to incorporate all three of the priority areas for projects targeting people with a disability (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; or create new volunteering opportunities).

You can select one or more of the priority areas listed above for your project targeting people with a disability.

Who can apply?

The organisations that are eligible to apply as the 'lead' organisation are Local Government Authorities (LGAs) and 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 Building Inclusive Sport 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.

What should I include in my application to ensure that it is considered?

Priority will be given to project applications that are well aligned with the assessment criteria and include the following:

- A Partnership Agreement Form must be completed and submitted with your application. The project must be delivered with support from a range of partners, which includes at least one Access for All Abilities provider. Partnerships with other organisations such as LGAs, SSAs, RSAs, local sport and recreation organisations, disability, health and other community organisations including Department of Human Services and VicHealth are also encouraged.
- People with a disability must be included in at least one aspect of the project, for example, the design of the proposal, project governance, project planning, project delivery and project evaluation.
- An ongoing commitment to inclusion within all partnering organisations, 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.
- An identified community need for the project (for example, identified through a needs analysis or community consultation) and should address current gaps in sport and recreation participation for people with a disability
- An agreed project plan that includes all the project milestones, key dates, activities, sustainable outcomes and whether an external consultant will be used
- A new or innovative idea or strategy that will improve opportunities for people with a disability to get more active. The project should have the potential to be sustainable beyond the life of the funding support and transferable to other places and organisations
- Allocation of up to 50% of the total grant on salary or consultancy fees
- Demonstrated financial viability via partnership contributions, for example, additional funding and in-kind support from your organisation and project partners

What is meant by the 'lead' organisation?

The lead organisation will be responsible for submitting the application, managing funds and committing to progressing the work of the local partnership. The lead organisation will be the day-to-day contact for SRV should further information or clarification be required regarding your application.

What if I don't have any partners for my project?

Applications will only be considered where organisations demonstrate a partnership approach with a range of one or more partners including at least one Access for All Abilities provider. If you don't have at least one partnership with an Access for All Abilities provider your application will not be assessed.

For example, if an LGA is the 'lead' organisation they must enter a partnership with at least one Access for All Abilities provider organisation.

What is meant by 'partnership approach'?

Partnership approach refers to organisations working collectively, and sharing information and resources to achieve a common goal. Partners are defined as those who are actively involved and contributing resources to a specific project. They are actively involved in the development, implementation and ongoing operations of the project.

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

Shared outcomes refers to the project delivering benefits important to all partners and the communities they support.

Must I answer every question on the application form?

Yes, all questions (Why? How? Who? What?) are important and must be answered. If you have difficulty answering the questions please contact the Community Access team for advice and assistance.

Can I submit a hand written application?

Yes, however online applications are preferred. If you do want to submit a hand written application, please write neatly so we can easily read your application.

The form has word limits – what do I do if I cannot fit in all the information?

You must answer the questions within the word limits shown on the application form. Please provide brief clear answers. For large or complex projects you can provide an attachment to include additional information or a project brief. Size limits apply to online application attachments so please read the 'Applying for Grants' section on Grants@DPCD beforehand.

Can I submit more than one application?

No, only one application can be submitted per 'lead organisation' however your organisation can be included as a partner in other applications.

What do I do if the project details change after I've submitted the application?

You must notify SRV of any changes as agreed in the application declaration. Please talk to SRV staff as soon as possible for advice and assistance.

What are the common mistakes made with applications?

Common mistakes include:

- Not discussing the project proposal with the Community Access team at SRV before applying
- The project and its expected outcomes are not clearly defined
- Applications not addressing all relevant assessment criteria and not answering all of the questions Why? How? Who? and What? in a concise and clear manner
- Incomplete budgets or errors in the calculations
- Incomplete applications including missing support documents
- Not demonstrating adequate planning and/or community consultation and participation
- A lack of genuine partnerships and funding contributors

When will I know if we have been successful?

Applications must be submitted by 13 August 2010. Receipt of applications will be acknowledged in writing. DPCD will advise applicants that they have successfully met the first assessment phase.

Assessment of all applications will commence in September 2010 and successful applicants will be notified of the result up to two months after this.

Lead organisations and partners may be required to present these projects to an assessment panel.

What happens if my budget does not match the income and expenditure categories on the application form?

You must use the categories on the application form so please do the best you can and avoid placing the majority of your expenditure in the 'Other' category.

How accurate does the budget need to be?

You should ensure that your budget is realistic and achievable and that the figures add up correctly. Make sure that you have considered all costs of the activities you are going to undertake.

Why can only 50% of the total grant be spent on salaries or consultancy fees?

Only 50% of the total grant can be allocated and spent on salary or consultancy fees. This will ensure that a balance is struck between management and administration costs, and direct investment to break down barriers to participation for the target group. This will also improve the sustainability of the project beyond the life of funding support.

Applications will not be considered where more than 50% of the total grant expenditure has been allocated to salaries or consultancy fees. Expenditure can be allocated to a range of other categories including community consultations, training, personal and social development, marketing and promotion, project evaluation and travel.

Applicants are encouraged to provide direct or in-kind funding support for the project. This further demonstrates a commitment to the longer term sustainability of the project.

In-kind is any activity other than cash money that is contributed towards a project. It can be people volunteering their time or services or the value of goods for which you would normally have to pay.

Checklist

To ensure that your application will be assessed, you should complete this checklist prior to submitting your application:

- Have you discussed your project proposal with the Community Access team at SRV?
- Have you completed a Project Plan?
- Have you answered ALL questions on the application form?
- Does your application address all of the assessment criteria?
- Have you completed the project budget?
- Have you completed the Partnership Agreement Form (including at least one Access for All Abilities Provider and all other partner organisations)?

What are the key dates of the Grants program?

Applications Close:	13 August 2010
Assessment of Applications:	September 2010
Notification of Successful Applicants:	September 2010
Successful Projects Commence:	1 October 2010
Successful Projects Conclude:	30 September 2012

Applications must be submitted on time. Late or incomplete applications will not be considered.

How much funding is available?

Grants of up to \$80,000 over two financial years are available from a total funding pool of \$500,000.

Further questions

If you have any additional questions, please contact the Community Access team at SRV:

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